



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

October 12, 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 October 12, 2021. At 6:32 p.m., President Jim Cooke called the meeting to order.

#### Roll Call

Administrative Assistant Jenny Santos called the roll.

**Commissioners present:** Bob Carne, Jim Cooke, Peggy McCarthy, Bob Thomson and Steve Ward

**Commissioners absent:** Brian Charles (arrived 8:05 p.m.) and Karrsten Goettel

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

**Other staff present:** Assistant Superintendent of Recreation Jennifer Bruggeman, Assistant Superintendent of Recreation Katie Miller, Aquatics & Dance Supervisor Rosie Edwards, Aquatics & Youth Programs Supervisor Alex Weidner and Accounting Manager Ashlee Wallace

**Guests present:** BerryDunn associates: Barbara Heller, Dannie Wilson and Elsa Fischer

#### Consent Agenda

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

- Approval of Minutes from Regular Meeting on September 28, 2021

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

#### Public Appearances

None

#### Administration and Finance

##### Indoor Space Study

Barbara Heller, Engagement Manager for BerryDunn, began the presentation with an overview of the project process, which included evaluating existing conditions, visioning for future opportunities, developing and action plan and presenting a final report to the Board of

Commissioners. She emphasized the importance of evaluating the purpose and core services of each facility to ensure they align with the District's mission to enrich the quality of life of park district residents. Project Manager Dannie Wilson then explained the process of the facility-specific data review used to develop a unique information booklet for each facility.

Consultant Elsa Fischer then spoke about their system-wide recommendations: 1) invest in current facilities before developing new; 2) develop a branded aesthetics plan; 3) incorporate scorecard rating improvement plan into Departmental goals; and 4) create a staff committee to inventory, assess, and suggest storage space solutions.

Next, Ms. Fischer shared recommendations for each specific District facility. Ms. Wilson spoke about the action plan which includes a multi-year plan for implementation. Finally, she answered questions the Commissioners had about the process of the study, recommendations and next steps. Commissioners will receive the presentation and the final report via email in the coming days and the consultants will do a six and twelve-month check in with the staff.

*Barbara Heller, Dannie Wilson and Elsa Fischer left the meeting at 7:30 p.m.*

#### Approval of 2021 Update to the 2012 ADA Transition Plan

Ms. Rudow asked the Board to accept the 2021 Update to the 2012 ADA Transition Plan that was presented to the Board at the September 28, 2021 meeting. The Transition Plan will be implemented over the next eight years as facilities needs are addressed.

Mr. Thomson moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners accept the 2021 Update to the ADA Transition Plan. A roll call vote was taken. Aye: Carne, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

#### Fox Valley Special Recreation Association Member Agency Contribution

Ms. Camm shared FVSRA proposal of a 2% increase from \$2,040,000 to \$2,080,800 in Member Agency Contributions. The Park District's portion of \$385,816 represents an increase of less than 1% due to changes in other member agencies Equalized Assessed Valuations. Mr. Ward asked what the contribution was based on and Ms. Camm said it is based on the EAV of the taxing bodies.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the FVSRA proposal for 2022. A roll call vote was taken. Aye: Carne, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

#### Estimated Tax Levy

Ms. Camm began a discussion on the tentative 2021 tax levy. Staff is projecting a tax levy amount that is less than a 5% increase over the 2020 extended levy; therefore, a "Truth in Taxation" public hearing requirement does not apply. Ms. Camm shared a worksheet that park districts use to determine their tax levies. Although the 2021 Property Tax Levy Ordinance will be on the Board's

November 23 meeting for approval, she asked the Board to approve the assumptions used to determine the estimated tax levy.

Ms. McCarthy moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the assumptions presented to determine the estimated tax levy for 2021. A roll call vote was taken. Aye: Carne, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

### **Recreation**

#### **Aquatic Facilities End-of-Year Review**

Mr. Kies introduced the Supervisors of Swanson Pool and Otter Cove Aquatic Park, Alex Weidner and Rosie Edwards. He commented on how well Alex and Rosie managed the aquatic facilities this year and also thanked the assistant superintendents, Katie Miller and Jen Bruggeman, for their hard work this summer. Ms. Edwards commented that it was not only a recreation department accomplishment, but the result of cooperation between parks and the business department that allowed the aquatic team to pivot quickly several times during the season to get the pools open and new staff hired and trained.

Ms. Edwards reminded the Commissioners that the state was still in Phase 4 of the Illinois Reopening Plan and thus restrictions still applied. Then the staff had to quickly pivot for the move into Phase 5 and change the reservation and pass systems to accommodate the desires of the residents. She said the PeakPro software eased the ability for patrons to rent the facilities after hours, which increased at both Swanson and Otter Cove. Ms. Weidner added that attendance and usage at Otter Cove were comparable to 2019; with facility rentals more than doubled in 2021.

Ms. Edwards spoke about the challenges of selling concessions this summer due to supply chain shortages. However, she and Ms. Weidner managed staff, expenses and inventory to meet the needs of the patrons and concession sales were higher than the past three years.

The partnership with St. Charles Aquatics welcomed a level of expertise that parents and kids appreciated. Staff looks forward to being able to meet the needs of swimmers, divers and water polo players throughout the year. The For Scout Foundation offered free Sensory Cove lessons to children on the autism spectrum at both Swanson Pool and Otter Cove, which increased participation and met the needs of that population of children. New events this year included the Front Line Appreciation Night at Otter Cove and OCAP's 10 year anniversary party.

This summer was a year of rebuilding the aquatic team. Otter Cove had 74% and Swanson 57% new staff join the staff this summer. The transition from Ellis & Associates to Starguard Elite went well and management is very happy with the new program of certifying guards and staff.

Looking ahead to 2022, Swanson improvements will include painting projects and mechanical and technology upgrades to chemical operations. Otter Cove improvements will include the 3 water bottle refill stations, new cabanas and a walk-in freezer added to concessions.

*Jennifer Bruggeman, Katie Miller, Rosie Edwards and Alex Weidner left the meeting at 8:19 p.m.*

**Parks, Planning, and Facilities****Baker Community Center Keg Renovation Change Order #1**

Ms. Rudow presented a change order in the amount of \$9,172.00 for consideration by Lite Construction as an addition to the contract for the Baker Keg Renovation. The change order is related to a required modification to re-pipe the new electrical fixtures rather than using the existing as was previously planned.

Ms. McCarthy moved and Mr. Charles seconded the St. Charles Park District Board of Commissioners approve the Change Order #1 requested by Lite Construction for \$9,172.00. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

**Correspondence**

None

**Director's Report**

Ms. Cabel mentioned that the Staff Golf Outing is this Thursday at 2:30 and invited the Commissioners to attend.

**Commissioner Comments**

**Bob Carne:** Mr. Carne gave kudos to the staff that helped with the Scarecrow Fest this weekend. He noted how great Pottawatomie Park looked with the craft fair and that it was very exciting to see so many people downtown. He shared that he read a study that was done in Canada about the positive outcomes for senior adults and orphaned children when facilities caring for these two populations merge. He wondered how the Park District could create opportunities for the AAC and Baker Station and Preschool to come together, to give AAC members a chance for mentorship and friendship. Mr. Carne followed up with the Aquatics report comments about supply chain shortages and how the park district could capitalize on that perceived shortage by aggressively marketing gift cards.

**Brian Charles:** Mr. Charles commented that he was late to the meeting because of his daughter's golf banquet in the beautiful new pavilion next to the sensory playground. He thanked Ron Skubisz's tutelage for his daughter's success on the East golf team. He said the tremendous resources of the golf course contributed to her skills as a golfer and he is grateful.

**Peggy McCarthy:** Ms. McCarthy reminded the Commissioners that the River Corridor Foundation is planting tulips this weekend at Mt. St. Mary Park and hopes that they can join the Foundation in this fun event. She also added that the Scarecrow Fest was a great event.

**Bob Thomson:** Mr. Thomson praised the aquatics team for a clear, concise and detailed presentation. He also commented on how professional he believes all of the presentations have been this year. He said it is obvious that the staff of each of the facilities "own" their areas and take pride in their work.

**Steve Ward:** Mr. Ward thought the Anthem Heights ribbon cutting ceremony was really fun and that his son and friend thought the park is very cool. He commented that it was great to hear that

the Starguard relationship has worked out well for aquatics operations. He then asked about how the common themes from the ADA Transition Plan and the Indoor Space Study will be implemented. Ms. Cabel said that they will be incorporated into the Capital plans moving forward or, where warranted, into operational budgets.

**Jim Cooke:** Mr. Cooke agreed with Mr. Thomson's comments about the presentations by staff. He also wanted to know what will happen with the findings of the Indoor Space Study. He wants to make sure that the staff sets priorities based on the recommendations put forth by the consultants. Mr. Ward asked if the Park District has an aesthetic and who would determine the branding of the park district. Ms. Cabel commented that a consultant would be used to help with branding.

### Executive Session

Mr. Thomson moved and Mr. Charles 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, McCarthy, Thomson, Ward and Cooke. Nay: none. Nay: none. The motion carried. At 8:35 p.m. the Board temporarily adjourned to proceed to the Executive Session.

The Board returned to Open Session at 8:46 p.m.

### Other Business

#### Adjournment of Meeting

There being no further business, Ms. McCarthy moved and Mr. Thomson seconded that the meeting be adjourned. A voice vote was taken, unanimous votes were cast and Mr. Cooke adjourned the meeting at 8:46 p.m.



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Secretary

Date Approved: October 26, 2021

