



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

October 26, 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 26, 2021. At 6:35 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 (arrived 6:37 p.m.), Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent:

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, Public Relations & Marketing Manager Erika Young, Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent of Recreation Katie Miller, Recreation Supervisor Sabrina Hunley, Accounting Manager Ashlee Wallace and Partnership & Sponsorship Supervisor Carina Graham

Guests present: Holly Lewis

Consent Agenda

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

- Approval of Minutes from Regular Meeting on October 12, 2021
- Approval of Bills as of September 30, 2021

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$ 355,669.89
Recreation Fund	\$79,447.92
Audit	\$1,300.00
Liability Insurance	\$832.30
Revenue Facilities	\$116,215.28
Norris Rec Center	\$ 6,669.09
Sportsplex	\$ 8,496.64
Capital	\$38,602.72
<hr/> TOTAL	<hr/> \$607,233.84

- Approval of Cash and Investment Report as of September 30, 2021
- Approval of Revenue Expense Reports as of September 30, 2021

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

Public Appearances

Holly Lewis, a resident of St. Charles with school-aged children, spoke before the Board of Commissioners to ask the District to add locations for its after school program Baker Station. She explained the challenges and cost to finding affordable, part-time child care and she wanted to know her status on the waitlist. Mr. Kies responded that Baker Station staff has identified potential locations to expand the program, but there are a multitude of factors in moving forward. Ms. Lewis thanked the Commissioners and staff for “all the parks and recreation” in St. Charles.

Administration and Finance

Presentation of Bob Carne’s 10th Anniversary as Commissioner

Mr. Cooke and Director Cabel presented Mr. Carne with IAPD’s Commissioner Anniversary Award in honor of his 10 years of service to the St. Charles Park District community as a Commissioners.

Ms. Cabel also shared the recent award the District won for IAPD’s Best of the Best in the category of Intergovernmental Cooperation. The District received this award along with the St. Charles Public Library for the many cooperative events the two agencies hosted this past year.

Marketing Update and Partnership & Sponsorship Quarterly Update

Ms. Graham presented the Partnership & Sponsorship 3rd quarter update. Despite the ups and downs of the pandemic, she has developed relationships with local businesses to gain ten new sponsors for events. She said the great new events that the District developed attracted new sponsors. There was a decrease in in-kind donations because product supply is low across industries. Ms. Graham said the fourth quarter “slow-down” allows her time to work on strategies for the next fiscal year and overall, the year was successful in attaining sponsors and developing partnerships. Her sponsorship/donations were tracking above budget.

Ms. Young reviewed the marketing department’s outreach project for new residents. She explained that the District has partnered with Welcome Wagon and Record Information Services to access information (names and addresses) of new residents. The District receives these two lists monthly, which are cross-referenced to eliminate duplicates and results in a monthly mailing to an average of 100 households. A welcome letter from Director Cabel is sent along with a one-page colorful flyer that highlights the facilities and recreation opportunities of the District. The cost of this project is about \$200 per month for printing, supplies and postage and as the recent Community Survey showed, residents rely on printed materials for information about the District. Mr. Carne asked if there is a way to track which mailings result in actual new patrons. He suggested that a summer intern be hired to create a program to track this data.

Ms. Graham left the meeting at 6:50 p.m.

2022 Budget Presentation and Tentative Budget & Appropriation Ordinance

Ms. Camm presented the proposed budget for fiscal year 2022 for all funds, excluding capital. The Commissioners received the proposed budget for preview on October 22. She started her presentation by commenting on how smoothly the budget process went this year, which she attributes to the staff having conversations about their visions for facilities and programs before discussing the budget numbers. Ms. Camm then reviewed revenue and expenses for each fund as well as the significant changes in the budget for each fund.

Mr. Carne asked if the budget was prepared with the pandemic restrictions in mind. Ms. Camm responded that yes, staff developed their respective budgets very conservatively.

Ms. Camm then asked the Board to adopt the FY 2022 Budget & Appropriation Ordinance in tentative form. This BAO will be available for public review for 30 days as required by Illinois Park District Code and the final version will be presented for approval at the December 14th meeting.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board approve the FY 2022 Budget & Appropriation Ordinance in tentative form. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Seasonal Activity Guide Bid Results

Ms. Young presented the recent project bid results for printing activity guides. In addition to the required notification of a bid, Ms. Young reached out to local printers to encourage them to submit a bid. LSC Communications of Warrenville, IL, was the lowest bidder, with an estimated cost of \$75,865 for activity guides printed in 2022 and \$77,661 for printing in 2023. This proposal is for a two-year contract with an option to renew for one more year.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board approve the two-year contract with LSC Communications of Warrenville, IL, for \$75,865 for activity guides printed in 2022 and \$77,661 for printing in 2023. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Microsoft Licensing Approval

Mr. Essig asked the Board to approve the expense for updating the District's Microsoft Office licensing. This budgeted 2021 expense would include a true-up for Office products including Word, Excel, Outlook and Adobe Acrobat. Mr. Essig proposed purchasing 120 individual licenses through CDW of Vernon Hills for a one-time purchase of \$40,458. He added this is almost half the cost of what an Office 365 subscription for the District would be and our last licensing purchase lasted five years.

Ms. McCarthy moved and Mr. Ward seconded that the St. Charles Park District Board approve the purchase of Microsoft Office licenses from CDW of Vernon Hills for \$40,458. A roll call vote was

taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Resolution on Credentials for Illinois Association of Park District's Annual Business Meeting

Ms. Cabel requested that the Board pass a resolution on Credentials to designate delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts to be held on Saturday, January 29, 2022, at 3:30 pm. The Commissioners discussed who is available to attend this meeting and Ms. McCarthy offered to represent the District.

Mr. Carne motioned and Ms. McCarthy seconded the St. Charles Park District Board of Commissioners approve the resolution on Credentials for the IAPD's Annual Business Meeting designating Peggy McCarthy as the delegate, Karrsten Goettel as alternate and Bob Carne as alternate. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried.

Recreation

River View Miniature Golf Report

Mr. Kies introduced Assistant Superintendent of Recreation Katie Miller and Recreation Supervisor Sabrina Hunley. Ms. Hunley supervises River View Miniature Golf and presented an overview of the 2021 season. The 2021 season was very successful and highlights include:

- Total Rounds Played: 18,476 (1,700 more than in 2019)
- Concession Items Sold: 22,074 (5,000 more than in 2019)
- Boat Rental Usage: 1,453 (450 more than in 2019, but 1,000 less than in 2020!)
- 18 part-time staff worked at RVMG; 77% of them were returning staff
- Cross-promotional events between RVMG and Riverboats drove 206 new guests to RVMG
- 50th Anniversary specials in July
- Operational improvements included adding two pedal wheel boats (swans), transitioned to e-waivers for boat rentals, bought new concessions equipment, added 8 new "Stanley's Spin & Play" to enhance some holes

Ms. Hunley added that planned projects in 2022 include replacing bricks with updated curbing, updating windows to create better customer service, replace roofing for gazebo and waterwheel house and purchasing a new attraction.

Mr. Carne commented that he loves the cross-promotional events. He asked Ms. Hunley what improvements she would like at RVMG. Ms. Hunley responded that she would improve the customer experience by doing a course remodel and fix the bricks. She would add more pedal boats (which means more docks and staff). She would also update the inside of the concession hut to make it more efficient for staff. Mr. Carne suggested jet ski rentals, partnering with local bike rental companies to offer bike rentals in the park, and building a 9-hole miniature golf course at Otter Cove. Mr. Cooke asked about the bricks on the course and Ms. Rudow explained the issues around replacing them with new bricks, mainly she can't find a vendor willing to warranty the work. Mr. Kies added that Ms. Hunley and Ms. Miller will work with Ms. Rudow to prioritize the holes to repair in the spring. Ms. Hunley and Ms. Miller will attend a conference where they hope to get more ideas specific to developing new miniature golf holes. Mr. Ward suggested to offer paddleboards for adult programming; Mr. Kies responded that this has been considered but the

proximity to the dam is a safety concern that needs additional exploration. The Commissioners thanked Ms. Hunley for a successful season at RVMG.

Ms. Hunley and Ms. Miller left the meeting at 7:50 p.m.

Parks, Planning, and Facilities

Comprehensive Master Plan & Capital Update

Ms. Rudow updated the Board on the status of capital projects through the end of the third quarter. She reviewed two items that were changed in the Capital Allowance budget. She shared that there was an opportunity to replace the AV equipment at Hickory Knolls Discovery Center this year because of a generous donation from the local Audubon Society. She then reviewed the issue with one of the vehicles that was listed on the capital allowance list is not available this year due to supply issue, but there is availability to purchase a different type of vehicles. The Commissioners agreed that it makes sense to move forward with these in this fiscal year.

Vehicle Replacement

Ms. Rudow asked the Board to consider the purchase of a 2021 Ford Escape to be used by Parks Safety. Per the 2021 Capital plan, bids were solicited to replace the security vehicle and opened on October 18, 2021. The lowest responsible bidder is Roesch Ford of Bensenville, IL for \$23,190 including \$2,300 for a trade-in.

Mr. Thomson moved and Mr. Charles seconded that the St. Charles Park District Board approve the purchase of a 2021 Ford Escape from Roesch Ford of Bensenville, IL for \$23,190. 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 September usage report for Pottawatomie Golf Course. As previously reported this season, usage continues to exceed five year averages. Mr. Skubisz shared a spreadsheet that shows that the course usage is comparable to the “boom days” of golf in the 2000’s. Because of the yearly incremental increases in usage, Mr. Skubisz believes the golf course’s success this year should not just be attributed to the favorable weather conditions this season.

Special Reports

Fox Valley Special Recreation Association

No report this month as there was not a FVSRA Board meeting.

St. Charles History Museum

Mr. Carne said that the recent History talk/dinner they hosted with the Park District was sold out. The museum will host a fundraiser on December 10, 2021 at Dunham Woods Riding Club that replaces the Foodie Fest it used to host in summer.

St. Charles Park Foundation

No report.

St. Charles Arts Council

Ms. Cabel reported that the Council will begin its membership drive in November and that they are expanding the representation from other agencies on their Board through updating by-laws.

St. Charles Business Alliance

Ms. Cabel reported that the SCBA is busy planning the Holiday Homecoming Parade that will take place this year.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Ms. McCarthy reported that the number of volunteers that came to the Fox River Cleanup in September was actually 160, not 120 as previously reported. The monthly lecture series starts on January 12. The Army Corps of Engineers approved a permit for the Langum Corridor project.

Baker Community Center

No report.

Correspondence

None

Director's Report

Ms. Cabel invited the Commissioners to join the staff in welcoming the Distinguished Accreditation team tomorrow, Wednesday, October 27. The evaluators will spend the day with the Admin Team reviewing the District's performance against the IAPD's Accreditation Standards.

Ms. Cabel also mentioned that Baker Community Center's lower level is available for Board meetings on Tuesday evenings, but a rental in the auditorium above the basement's community room might make it difficult to hear. Ms. Cabel said staff are going to "test" the environment next Tuesday to see if it is feasible to hold a meeting at BCC in November or December.

Lastly, Ms. Cabel addressed Commissioners' previous questions about what happens next with the results of the Indoor Space Study. She said that the Admin Team will prioritize the projects and integrate them into the current capital long term plan. Additionally, an Indoor Space committee will be formed to track and update the plan on a quarterly basis to the board.

Commissioner Comments

Steve Ward: He shared his 10-year-old son's rave reviews of Friday Live!

Brian Charles: Mr. Charles said the recent lights at Mt. St. Mary Park made for very nice photo opportunities. Ms. Cabel said it was a temporary program, but it went well and many residents believed the lights were installed for St. Charles North's Homecoming!

Bob Carne: Mr. Carne added that he heard lots of compliments about the lights from families with students taking pictures for Homecoming. He encouraged the staff to make the Drumstick Dash a new annual tradition. He said he is putting pressure on the staff to come up with an amazing float for the Holiday Homecoming Parade. He also suggested that the staff consider offering child care for golfers.

Executive Session

Mr. Charles moved and Mr. Thomson 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 8:06 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Ashlee Wallace and Erika Young left the meeting at 8:06 p.m.

The Board returned to Open Session at 8:28 p.m.

Other Business

Adjournment of Meeting

Mr. Goettel moved and Ms. McCarthy seconded that the St. Charles Park District Board adjourn the meeting. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried. At 8:29 p.m., Mr. Cooke adjourned the meeting.



Secretary

Date Approved: November 9, 2021

