



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

February 22, 2022 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on February 22, 2022. 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, Jim Cooke, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Brian Charles 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 and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent of Recreation Andrea Masoncup, Membership Supervisor Dan Charak, Tennis Pro Bill Dahm and Accounting Manager Ashlee Wallace

Guests present: Brent Runzel

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 February 8, 2022
- Approval of Bills as of January 31, 2022

| <u>Accounts</u> | <u>Amounts</u> |
|---------------------|----------------------|
| Corporate Fund | \$ 397,754.22 |
| Recreation Fund | \$ 99,362.01 |
| Audit | \$ 1,300 |
| Liability Insurance | \$ 374.40 |
| Special Recreation | \$ 2,674.64 |
| Revenue Facilities | \$ 25,978.51 |
| Norris Rec Center | \$ 16,286.11 |
| Sportsplex | \$ 16,573.08 |
| Capital | \$ 119,072.94 |
| <u>TOTAL</u> | <u>\$ 679,375.91</u> |

- Approval of Cash and Investment Report as of January 31, 2022

- Approval of Revenue Expense Reports as of January 31, 2022

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

Public Appearances

Mr. Brent Runzel addressed the Board to thank the Park District for its support of last year's Hickory Knolls Trail Run & Relay that Dick Ponds Athletics sponsored and is excited for this year's event on Sunday, May 15th, 2022. He provided a few details about the event and offered some ideas about how to promote the race.

Brent Runzel left the meeting at 6:54 p.m.

Administration and Finance

FY 2021 Year-End Report: Preliminary and Unaudited

Superintendent of Finance & Business Cathy Camm presented the 2021 preliminary and unaudited year-end report. The report was an overview of the different District funds and included the following information of note:

- Net revenues in General, Recreation, Non-major and Revenue Facilities funds are over budget; employee-related health insurance costs are under budget by 7% (\$95,200) and property tax revenue is over budget by 2.5% (\$374,800).
- COVID continued to have an impact on revenues due to: fewer special events and large rentals; lower participation in preschool and Baker Station programs; fewer NRC memberships; and decreased tournament play. However, expenses were lower than budgeted because of shortage of labor and lack of availability of products and shipping delays for equipment purchases and capital projects.
- General Fund Overview: legal fees, consulting expenses and contractual expenses are over budget due to various reasons, such as: updating policy manual, consultation on new mandates, ADA audit, Swim City fundraising and implementation of new payroll system.
 - Primrose Farm and Hickory Knolls Discovery Center revenues are under budget, but close to 2019 actuals due to the success of family and nature programs.
- Recreation Fund Overview: All-time high revenues generated by additional gymnasium space, outdoor tournaments, camps and new unique programs have contribute to a net surplus that exceeds budget.
- Revenue Facilities Fund Overview: Revenues are up 19% over budget, net revenue is at an all-time high and most facilities operated at a surplus in 2021.
 - Paddlewheel Riverboats operations reflect a first-time net profit of 19%
 - Pottawatomie Golf Course ended 2021 with a net revenue of \$125,256 when historically the golf course operates at a deficit.
 - River View Miniature Golf total revenues exceed previous years because of increased concession revenues and decreased contractual services.

- Swanson Pool expenses (minimum wage increase and fees associated with registrations) impacted its net revenue, but the loss was minimal.
- Otter Cove Aquatic Park total revenues are over budget due to demand for semi-private lessons and Swim Team, concession sales and increased rentals. Expenses were impacted by minimum wage increase and fees associated with registrations.
- Norris Recreation Center Fund: Tennis and swim programs contributed to revenues being over budget, as well as expense reductions in child care wages, contractual repairs and equipment purchases.
- Sportsplex Fund: Facility rental revenue is up 7.8% over budget and part-time wage expenses are under budget by 94%.
- Capital Funds: Capital expenses are under budget due to funds set aside for future land acquisition, projects deferred, projects dependent on pending grant notifications and supply chain issues. Projects completed during 2021 include Anthem Heights playground, Baker Community Center multi-purpose room renovation, ESSC Turf and new pickleball/basketball courts at James O. Breen Community Park.

Mr. Carne asked Ms. Camm if the District would consider accruing revenue for future improvements at facilities. Ms. Camm responded that 7% of revenue of each revenue facility is transferred to the Capital Fund for improvement projects. Mr. Carne praised Ms. Camm for a clear and concise report, as well as for doing a great job of developing an accurate budget. Ms. Camm said that each department worked very hard to create their budget, despite not knowing what was going to happen in 2021 with pandemic restrictions and mandates. Ms. Cabel asked the Board if they prefer to continue to be presented with this annual unaudited report in February or wait until a Popular Annual Financial Report, based on the audit, is available in May or June. Mr. Carne said he would prefer to be presented with the unaudited report earlier in the year to have a basis on which to decide on potential projects or expenses that might come up over the year.

Ashlee Wallace left the meeting at 7:04 p.m.

IAPD Legislative Conference Attendance Approval

Ms. Cabel requested approval for Mike Kies, Laura Rudow and Ms. Cabel to attend the 2022 Legislative Conference in Springfield, IL on March 8 & 9, 2022. This is a budgeted expense.

Ms. McCarthy moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the attendance of Ms. Cabel, Mr. Kies and Ms. Rudow at the 2022 Legislative Conference in Springfield, IL on March 8 & 9, 2022. A voice vote was taken and the motion carried unanimously.

Recreation

Norris Recreation Center Annual Update

Superintendent of Recreation Mike Kies welcomed Assistant Superintendent of Recreation Ande Masoncup, Membership Supervisor Dan Charak and Tennis Pro Bill Dahm. Ms. Masoncup shared an overview of NRC operations in 2021, highlighting the following:

- Although membership levels were negatively affected by the pandemic, membership grew by 8% in 2021 from a three-and-a-half year low in December 2020.

- Membership attrition rate was low at 4.1% and membership suspensions were only 2%, which is mostly due to snowbirds leaving the area during the winter month.
- Aquatic operations with St. Charles Aquatics offer members lap swimming and aquatic programming.
 - Aquatic team membership is higher than it has been over the past several years with 224 members
- Group fitness classes include virtual classes, family fitness programs and pop-up classes. Overall participation in a class averages 5 membership per class.
- Tennis programs and lessons continue to be very strong and have returned to 2019 levels, with new programs attracting players of all ages.
- 2022 goals include expanding cross marketing and sales opportunities, enhancing functional training programs for youth athletes, conducting a survey of members and participants, purchasing new equipment, enhancing and expanding Guest Services, expanding marketing plan to enhance member engagement and restructuring membership packages.

Mr. Carne asked if there are incentives to current members for bringing in new members and Ms. Masoncup responded that it is one-month free membership. Ms. McCarthy complimented the staff for their report and shared that she heard that the massage therapist is wonderful. She also asked if it was necessary to raise fees and Ms. Masoncup said that membership rates haven't been raised in five years and the increases are needed to be able to purchase new equipment. Mr. Thomson inquired about whether there is a need to sell healthy snacks to members. Ms. Masoncup said that the current vending machines seem to be used mostly by the guests who come to compete in swim meets or lessons and that she has not received any requests for that type of service. Mr. Carne said he was pleased to see a focus on expanding youth training opportunities. He also shared ideas on ways to market to current District patrons that might not even know about NRC. He suggested that staff also focus on seeking out more corporate members.

Ande Masoncup, Dan Charak and Bill Dahm left the meeting at 7:22 p.m.

July 4th Fireworks Contract Approval

Mr. Kies said proposals were solicited for the July 4th fireworks display. The District received one bid. Mad Bomber proposed a one-year contract beginning in 2022, with an option to renew for up to two additional one-year terms at a cost of \$37,500 per year.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the agreement with Mad Bomber of Elgin, IL with the terms of a one-year contract beginning in 2022, with an option to renew for up to two additional one-year terms at a cost of \$37,500 per year. A roll call vote was taken. Aye: Carne, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Glow Zone Agreement

Mr. Kies said his team recommends renewing the contract with The Glow Zone to sell novelties in Pottawatomie Park on July 4th, 2022.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the agreement with The Glow Zone to sell novelties in Pottawatomie Park on July 4th, 2022. A voice vote was taken and the motion carried unanimously.

Athletic Business Conference Attendance Approval

Mr. Kies requested approval for Melissa Caine and Cayla Greenfield to attend the 2022 Athletic Business Conference in Orlando, Florida, November 16-20, 2022. This is a 2022 budgeted expense.

Mr. Carne moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the attendance of Melissa Caine and Cayla Greenfield at the 2022 Athletic Business Conference in Orlando, Florida, November 16-20, 2022. A voice vote was taken and the motion carried unanimously.

Parks, Planning, and FacilitiesBaker Field Park Improvement Project

Ms. Rudow shared the results of a recent community survey that went to 374 homes surrounding Baker Field Park on January 3. The survey provided a brief project summary and was accessible online, although printed copies were sent to 3 interested residents to fill out by hand. In addition to the project summary, the survey included 7 questions regarding the types of amenities residents would like to see at Baker Field Park. Respondents were also asked to add any comments and additional thoughts regarding the proposed park improvements. The District received 80 completed surveys, which is 21% of the residents who were sent the survey. The common themes that arose from the survey are:

- Trees are viewed as valuable, especially memorial trees, don't cut down
- Residents want to maintain the neighborhood feel where they can enjoy open space, fly kites, play ball, visit the playground, play tennis and walk
- Walking could be improved leading to the park on adjacent blocks
- The courts are used heavily for tennis courts and adding pickleball lines was not overwhelmingly supported
- Residents want the open space that is currently designated as a ball field left alone
- The tennis court lights are dated and not that great, would like to see them improved

Given the feedback from the residents, staff proposes slight revisions to the draft plan shared with the residents to include:

- New surface and lines for both tennis and basketball courts
- Shade and plaza near playground
- Improved access to park at the corner of 5th and Cutler
- Re-lamping lights for tennis court

Mr. Cooke asked what the next steps are with this project and Ms. Rudow said that she would send an email to all of the respondents with a summary of the results of the survey and the updated design. The project will go out for bid in April. Mr. Carne asked if there are any grants to help pay for the project and Ms. Rudow responded that the funding for this type of project is limited. Mr. Ward asked if the ball field is used for programming and Ms. Rudow said that it is not because of lack of parking.

Capital Vehicle Purchase

Ms. Rudow asked the Board to consider the purchase of three Ford F-250 trucks. Bids were originally solicited for 4 Ford F-250 trucks, but because the cost of 4 exceeds the budgeted amount in the 2022 Capital plan, Ms. Rudow requests the approval of only three. Feldman Ford of Detroit, MI was the lowest responsible bidder with a total bid of \$129,285 or \$43,095 per vehicle. Commissioners inquired about why local dealers did not bid and why the contract would go to an out-of-state dealer. Ms. Rudow said local dealers couldn't guarantee a delivery timeframe and the locale of bidder cannot be considered as a reason not to accept a bid from the lowest responsible bidder.

Mr. Thomson moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the purchase of three (3) Ford F-250 trucks from Feldman Ford of Detroit, MI for a total of \$129,285 (\$43,095 per vehicle). A roll call vote was taken. Aye: Carne, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Special ReportsFox Valley Recreation Association

Mr. Thomson shared the FVSRA plans for their annual barbeque fundraiser on Friday, April 8th from 4-7 p.m. He also mentioned that the FVSRA is recruiting for summer jobs and is experiencing the effects of labor shortage, so they will be offering a minimum of \$15 an hour to be competitive.

St. Charles History Museum

Mr. Carne reported that the History Museum presented to the City for its consideration for funding.

St. Charles Park Foundation

No report

St. Charles Arts Council

Ms. Cabel reported that the Arts Council created its event schedule for the year to include a Student Art Show, Fox Valley Art Ramble, Sidewalk Art Show and an Art Walk in the fall.

St. Charles Business Alliance

The SCBA is promoting Restaurant Week which is this week and preparing for the March 12 St. Patrick's Day parade.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy said that the Foundation's educational series "A River Runs Through It" has been well attended. The annual river clean up will be on September 17 and the daffodil planting in Mt. St. Mary Park will be October 15.

Baker Community Center

No report

Correspondence

None

Director's Report

Ms. Cabel reminded the Board that the March 8th board meeting is canceled. She also updated the Board on the progress of the lease renewal with the state for the IDJJ property. The lease is currently being drafted by IDJJ and hopes to bring to the board for review at a March meeting.

Commissioner Comments

Peggy McCarthy: Ms. McCarthy shared that she really enjoyed the sessions she attended at the IAPD/IPRA Soaring to New Heights Conference in January. Ms. McCarthy also asked why the District has not put up lights at the pickleball courts at James O. Breen Community Park/

Bob Thomson: No comments

Steve Ward: Mr. Ward thanked the staff for the presentations tonight

Bob Carne: Mr. Carne congratulated Mr. Thomson for being inducted into the Geneva High School Sports Hall of Fame. He also thanked the staff for their presentations. He mentioned an article he read that day about the City of Geneva receiving a grant for \$750,000 for a trail along Kautz road. He was curious about the grant and if that was a grant the District could pursue. A conversation regarding whether a grant writer was needed ensued, which led Ms. Cabel to ask the commissioners if they were interested in having another capital planning workshop in April and they responded positively. Lastly, Mr. Carne said he would like to see the Green Team take initiative to explore electric lights and cars as the feasibility of installing electric vehicle charging stalls at East Side Sports Center.

Jim Cooke: No comments

Executive Session

Mr. Thomson moved and Mr. Ward seconded that the St. Charles Park District Board temporarily 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) discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

A roll call vote was taken. Aye: Carne, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried. At 7:58 p.m. the Board temporarily adjourned to proceed to the Executive Session.

The staff left the Executive Session before the personnel discussion began at 8:03 p.m.

The Board returned to Open Session at 8:11 p.m.

Adjournment of Meeting

There being no further business, President Cooke adjourned the meeting at 8:11 p.m.

A handwritten signature in blue ink that reads "Bob Can". The signature is written in a cursive style and is positioned above a horizontal line.

Secretary

Date Approved: March 22, 2022