



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

March 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 March 22, 2022. At 6:31 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 Parks and Planning, Deputy Director Laura Rudow, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Cathy Camm, Public Relations and Marketing Manager Erika Young, Information Technology Manager Jeff Essig and Administrative Assistant Jenny Santos

**Other staff present:** Assistant Superintendent of Recreation Katie Miller and Recreation Supervisor Sabrina Hunley

**Guests present:** Aleksej Filipovic and mother, Ben Davino and parents, Jason Potter and Rob Rooney

#### 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 22, 2022
- Approval of Bills as of February 28, 2022

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$ 206, 014.74
Recreation Fund	\$ 53,759.21
Audit	\$ 8,550.00
Liability Insurance	\$ 4,739.55
Special Recreation	\$ 4,082.37
Revenue Facilities	\$ 35,374.93
Norris Rec Center	\$ 282,958.38
Sportsplex	\$ 9,761.92
Capital	\$ 66,214.81
<u>TOTAL</u>	<u>\$ 671,455.91</u>

- Approval of Cash and Investment Report as of February 28, 2022
- Approval of Revenue Expense Reports as of February 28, 2022

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

### Public Appearances

The Board of Commissioners and staff welcomed student athletes St. Charles East Wrestler Ben Davino and St. Charles North Swimmer Aleksej Filipovic and their coaches, Jason Potter and Rob Rooney, to honor them for their achievements in their respective sports. As a freshman, Ben was undefeated and won an Illinois Wrestling Coaches and Officials Association state title after the IHSA state meet was canceled because of the pandemic. As a sophomore, Ben earned the Class 3A 120-pound state championship title in February, having only lost once all season. At the State Championship last month, Alek not only defended his state title in the 100 butterfly, but also won the 200 Individual Medley while swimming a new personal best. Alek was also part of the St. Charles North State team championship in 2019 and 2020 and participated in this past year's Olympic trials. Mr. Carne added that one reason St. Charles has such amazing athletes is because of the competence and strength of its coaches, such as Coach Rooney and Coach Potter. Congratulations, Ben and Alek!

*Ben Davino and parents, Alek Filipovic and mother, Coaches Potter and Rooney left the meeting at 6:37 p.m.*

### Administration and Finance

#### Sculpture in the Park Donation

Recreation Supervisor Sabrina Hunley presented the Sculpture in the Park Committee's selection of artwork for the 2022 Sculpture in the Park Exhibit. Twenty-seven sculptures were submitted for consideration from 23 artists, five of whom submitted for the first time. Fourteen sculptures were selected for the temporary exhibit at Mt. St. Mary Park and one for the plaza at Baker Community Center. A reception to celebrate the exhibit will take place on June 17<sup>th</sup> from 5-7 p.m. at Mt. St. Mary Park.

Mr. Charles moved and Mr. Ward seconded that the St. Charles Park District Board approve the SITP Committee's selection of artwork for the 2022 SITP Exhibit. A voice vote was taken and the motion carried unanimously.

*Katie Miller and Sabrina Hunley left the meeting at 6:47 p.m.*

#### Sculpture Donation

Public Relations and Marketing Manager Erika Young asked the Board to consider a donation of the sculpture "The Sentinel" by Mark J. Barens from his family. Discussion occurred about potential locations for the sculpture, including Belgian Town Park and River Bend Community Park. Mr. Cooke asked Ms. Young to present pictures of the ground-level views of each of the proposed locations at a future Board meeting.

Ms. McCarthy moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the donation of "The Sentinel" sculpture. A voice vote was taken and the motion carried unanimously.

Sentinel Contract

Information Technology Manager Jeff Essig asked the Board to consider renewing the HANS support contract with Sentinel to provide support for our Cisco server infrastructure hardware and software along with network equipment located throughout the district. This offering allows us to work through Sentinel instead of direct with Cisco at a discounted savings over Cisco support contracts. The renewal is for one year for \$37,127.31 with the current coverage expiring March 30, 2022.

Ms. McCarthy moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the renewal of a one-year contract with Sentinel for \$37,127.31. A roll call vote was taken. Aye: Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. Abstain: Carne. The motion carried.

Recreation

Drop-In Fee Change

Superintendent of Recreation Mike Kies asked the Board to consider the adjustment of pickleball open gym fees from \$3 Resident / Non-Resident to \$3 Resident / \$5 Non-Resident. Discussion occurred regarding the need for this change and how to ensure residents have access to the courts. Mr. Kies said that pickleball continues to rise in popularity and the District is continually looking for opportunities to increase availability of court space.

Mr. Carne moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the adjustment of Pickleball open gym fees from \$3 Resident / Non-Resident to \$3 Resident / \$5 Non-Resident. A voice vote was taken and the motion carried unanimously.

July 4<sup>th</sup> Fireworks Contract Approval

Mr. Kies reminded the Board that on February 22, 2022, they approved a new one-year contract with Mad Bomber of Elgin, IL to provide fireworks on July 4<sup>th</sup> for a cost of \$37,500. Staff asks that the Board consider a revised contract for \$40,800. The increased price pays for the same number of shells in the contract from last year and the City of St. Charles has increased its contribution to the fireworks display which offsets the increased cost.

Mr. Carne moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the amended agreement with Mad Bomber of Elgin, IL for a one-year contract to provide the July 4<sup>th</sup> fireworks display for \$40,800. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Parks, Planning, and Facilities

South First Street Cross Access, Maintenance and Cost Sharing Agreement

Superintendent of Parks and Planning Laura Rudow asked the Board to consider a cross access, maintenance and cost sharing agreement with the occupants of the properties at 606 & 608 South First Street in St. Charles. Ms. Rudow reviewed the agreement, which allows for ingress and egress over the Park District's property to the businesses. The agreement also provides that the parties will share costs for future asphalt maintenance and an easement back to the Park District for the southern portion of the private property.

Mr. Charles moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the South First Street Cross Access, Maintenance and Cost Sharing Agreement pending final review of by the Board's counsel of both final exhibits and insurance limits. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, and Ward. Abstain: Cooke. Nay: none. The motion carried.

Request from St. Charles Baseball for Flag Pole Installation at East Side Sports Complex

Ms. Rudow asked the Board to consider granting permission to St. Charles Baseball Association to donate a flag pole, flags and appropriate lighting near the four baseball fields at ESSC not to exceed \$5,000. Mr. Carne asked if the proposed location might interfere with future construction on the site and Ms. Rudow said that if the District were to build a concession stand with flushable toilets, it would most likely be in a more central location between the baseball and softball fields.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners grant permission to St. Charles Baseball Association to donate a flag pole, flags and appropriate lighting near the four baseball fields at ESSC not to exceed \$5,000. A voice vote was taken and the motion carried unanimously.

East Side Sports Complex Concessionaire Agreement

Ms. Rudow stated that in January 2022, a Request for Proposal was put out for the purpose contracting with a concessionaire during the athletic season at East Side Sports Complex. She asked the Board to consider a one-year agreement with Flores Concession Corporation to provide concessions in 2022 at East Side Sports Complex sharing 10% gross revenues with the Park District payable in three installments.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve a one-year agreement with Flores Concession Corporation to provide concessions in 2022 at East Side Sports Complex sharing 10% gross revenues with the Park District payable in three installments. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Farm Stand Lease Agreement

Ms. Rudow asked the Board to consider the lease agreement for FulBuschel Farm, LLC to operate the farm stand on Crane Road while growing produce on 4 acres. The term of the lease is one year for \$250 per acre.

Ms. McCarthy moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the one-year lease agreement for FulBuschel Farm, LLC to operate the farm stand on Crane Road while growing produce on 4 acres for \$250 per acre. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Request for Use

Ms. Rudow asked for Board approval for the request from Fox River Trail Runners / Race Time Inc to use Pottawatomie Park for the purpose of hosting their 5K event on Wednesday, July 20, 2022.

Mr. Thomson moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the request by Fox River Trail Runners / Race Time Inc to use

Pottawatomie Park for the purpose of hosting their 5K event on Wednesday, July 20, 2022. A voice vote was taken and the motion carried unanimously.

**Special Reports**

Fox Valley Recreation Association

Mr. Thomson share that FVSRA is busy preparing for summer camps and that they have 5 sites for the summer. Their annual BBQ fundraiser will be Friday, April 8<sup>th</sup> at the Prisco Center and new this year will be a grilled salmon option. FVSRA's tentative year-end budget projection shows a \$600,000 surplus and thus the Board is considering options for allocation of that money, including for capital projects, direct reimbursements to member agencies or credits for next year's agency contributions.

St. Charles History Museum

No report

St. Charles Park Foundation

No report

St. Charles Arts Council

No report

St. Charles Business Alliance

No report

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy said that the Langum Park project, a cooperative project between the City, the Park District and the Foundation is going well. Ms. Cabel added that the District's contribution to the project is \$30,000 in furnishings (benches, trash receptacles, bike racks) and trees and the dollar amount not expensed through purchases will be contributed in cash. The bike repair station has also been replaced in this area which will add to the enhancements to this area along the Fox River trail..

Baker Community Center

No report

**Correspondence**

None

**Director's Report**

Ms. Cabel reported on the progress on the lease with IDJJ as details are being worked out with legal counsel. Swim City will provide a report to the Board soon after presenting to the SLT team. Administration Team has completed a letter of intent with DuPage County in the amount of \$60,000 in Covid-related expenses through the American Rescue Plan Act. Finally, Ms. Cabel informed the Board that she will be out of the office from March 28-April 1.

**Commissioner Comments****Peggy McCarthy:** No comments**Bob Thomson:** No comments**Steve Ward:** No comments**Karrsten Goettel:** No comments**Brian Charles:** No comments

**Bob Carne:** Mr. Carne thanked the Board and staff for taking time to recognize the student athletes this evening. He said that great coaches inspire great athletes and that both coaches are involved in youth feeder programs. He then told the staff that the inflation rate scares him and asked what the staff is doing to offset inflation's effect on costs. He reiterated the importance of program fees reflecting inflation. He gave kudos to the staff for the Shamrock Shuffle for which he has heard nothing but high praise. He also praised the staff for the social media posts regarding Doc, the oldest horse at Primrose Farm, and his upcoming birthday celebration. He believes that Primrose Farm is one of the District's gems and encourages staff to do more to drive patrons to the Farm. He then pointed out to staff that two signs are still in the parks that say "Do your part, stand six feet apart" that probably need a refresh. Finally, he looks forward to meeting the Swim City team leaders.

**Jim Cooke:** Mr. Cooke expressed his desire to acknowledge the role the Park District and its programs has on the development of the athletes in our community.

**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) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; and (2) discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried. At 7:16 p.m. the Board temporarily adjourned to proceed to the Executive Session.

*Jeff Essig, Mike Kies, Laura Rudow and Erika Young left the meeting at 7:16 p.m.*

The Board returned to Open Session at 7:41 p.m.

**Other Business****Executive Session Review of Closed Meeting Minutes**

Mr. Carne moved and Ms. McCarthy seconded that the need for confidentiality still exists for all closed session minutes discussed in Executive Session. A voice vote was taken and the motion carried unanimously.

Personnel

Mr. Goettel motioned and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the recommended merit increases as presented for eligible full-time employees for 2022. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Adjournment of Meeting

There being no further business, President Cooke adjourned the meeting at 7:45 p.m.



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Secretary

Date Approved: April 12, 2022