



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

April 12, 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 April 12, 2022. 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, 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 Deputy Director & Superintendent of Parks and Planning Laura Rudow, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Cathy Camm, Pottawatomie Golf Course & PGA Golf Pro Rob Skubisz, Information Technology Manager Jeff Essig and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent of Recreation Katie Miller, Recreation Supervisor Lynne Yuill and Assistant Superintendent of Athletics Melissa Caine

Guests present:

Consent Agenda

Mr. Thomson 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 March 22, 2022

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

Public Appearances

None

Administration and Finance

No Business

Recreation**Adult Activity Center Annual Report**

Mr. Kies welcomed Katie Miller and Lynne Yuill to the meeting. Ms. Yuill presented a recap of Adult Activity Center membership totals, drop-in programs, new programming, trips and partner opportunities. Highlights of the presentation include:

- AAC membership increased 29% in 2021 (from 340 members in 2020 to 477 in 2021)
- All drop-in programs resumed in 2021
- Review of successful trip and programs in 2021
- AAC member volunteers resumed their monthly shifts in April at the Northern Illinois Food Bank
- AAC partnered with the St. Charles Rotary Club to continue to host the Early Bird Breakfast in April and September, which is a favorite among AAC members
- New programming included Parking Lot Bingo, Chicago Cany Companies, Senior Gadgets & Gizmos, Is Depression Normal As I Age? Haunted Chicago Locations, Food Choices That Can Help Slow the Aging Process, Identity Theft and Mt. St. Mary Arboretum Walk.

Ms. McCarthy asked about the demographics of the members of the AAC, which Mr. Carne followed up with a question about whether members tend to live in their own homes or in facilities. Ms. Yuill answered that most members are between 70-and 90-years old and live in their own homes. Mr. Kies added that Ms. Yuill's commitment to establishing personal connections to the members largely contributes to the success of the center and the members' return to the AAC after COVID restrictions lifted. Mr. Ward asked Ms. Yuill if the members are ever surveyed and she said yes, once each year she asks for member feedback on a variety of topics.

Katie Miller and Lynne Yuill left the meeting at 6:48 p.m.

Kale Fitness Agreement

Mr. Kies presented the license agreement with Kale Training, LLC. This agreement allows Kale to use Sportsplex to offer sport performance training programs for \$40,000 per year, payable to the Park District on a monthly basis. Mr. Kies stated that the District has a good working relationship with Kale and that he provides a valuable service to the community. He added that the only change in the agreement is that it now allows Kale to subcontract to Legacy Sports Performance to provide strength training services to complement the speed & agility training Kale provides. Mr. Charles asked if the contract includes other subcontractors and Mr. Kies confirmed that Legacy Sports is the only subcontractor. Mr. Kies answered yes to Ms. McCarthy's question about whether the space Kale occupies is shared with other groups. And Mr. Ward asked how the recent Indoor Space Study impacts Kale and Mr. Kies responded that the agreement would have no bearing on future use of space.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the license agreement with Kale Training, LLC to provide sport

performance training at Sportsplex for a period of two years beginning June 1, 2022. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

IAAPA Conference Attendance Approval

Mr. Kies requested Board approval for the following staff to attend the International Association of Amusement Parks and Attractions (IAAPA) Expo in Orlando, FL., November 11-15, 2022: Jennifer Bruggeman, Katie Miller, Taylor Krawczyk, Tera Harvey and Sabrina Hunley.

Ms. McCarthy moved and Mr. Goettel seconded that the St. Charles Park District Board approve Jennifer Bruggeman, Katie Miller, Taylor Krawczyk, Tera Harvey and Sabrina Hunley's attendance at the International Association of Amusement Parks and Attractions (IAAPA) Expo in Orlando, FL., November 11-15, 2022. A voice vote was taken and the motion carried unanimously.

Parks, Planning, and Facilities

Upland Designs Professional Services Payment

Ms. Rudow reminded the Board that per the 2022 Capital plan, Upland Designs is providing professional services for the design and specifications of 5 playgrounds at Delnor Woods, Timber Trails, Red Gate Park, Munhall School and Kehoe Park. Invoice for services rendered is \$38,860. Ms. Rudow added that although each of these services are part of a budgeted expense and individually less than \$25,000, the total services provided for all 5 playgrounds exceeded \$25,000. Mr. Thomson asked about plans for Kehoe Park and Ms. Rudow shared that there are 4 different proposals for renovation of the park and rocket structure. Mr. Ward asked about drawings for the five parks and Ms. Rudow shared that the community input process has happened for Munhall Elementary's new park and the rest will be occurring for the other four parks this summer.

Mr. Goettel moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the payment for professional services to Upland Design for \$38,860. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

GIS Paint Sprayer Purchase

Ms. Rudow said that, per the 2022 Capital plan, a GIS enabled athletic field paint liner was specified and sourced through SportsTraQ as a sole source item in the amount of \$38,990. This purchase is a budgeted expense. Mr. Ward asked if the sprayer paints turf and Ms. Rudow said it does, but the white lines on the turf are actually white turf sewn into the field.

Mr. Goettel moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the purchase of a GIS enabled athletic field paint liner that was specified and sourced through SportsTraQ in the amount of \$38,990. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Pottawatomie Golf Course Entrance Plaza Project

Ms. Rudow presented that, per the 2022 Capital plan, bids were solicited to develop the new entrance plaza at the golf course and opened on April 6, 2022. She asked the Board to consider M/M Peters Construction, Aurora, IL as the lowest responsible bidder in the amount of \$65,301.

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners award the contract for the golf course entrance plaza project to M/M Peters Construction, Aurora, IL for \$65,301. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Primrose House Lease

Ms. Rudow asked the Board to renew the license agreement for the house at Primrose Farm at 5N520 Crane Road with Timothy Timberlake for a monthly rent of \$520.

Mr. Thomson moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners renew the license agreement for the house at Primrose Farm at 5N520 Crane Road with Timothy Timberlake for a monthly rent of \$520. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Requests for Use of Facilities

Ms. Rudow asked for Board approval of the following requests, each from students of St. Charles East Leadership Studies Program:

- **Mindful Mutts:** Joanne Chappell, Student Event Coordinator, has formally requested the use of River Bend Community Park for the purpose of hosting a Mental Health Awareness Event in the Park event on Sunday May 15, 2022.
- **What Does the Fox Say – Bingo!** Lora Manthei, Student Event Coordinator, has formally requested the use of River Bend Community Park for the purpose of hosting a Friends of the Fox River Organization Event in the Park event on Saturday May 7, 2022.

Ms. McCarthy moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the requests for use of facilities en gros. A voice vote was taken and the motion carried unanimously.

Correspondence

None

Director's Report

Ms. Cabel informed the Board that Edith Craig is resigning at the end of April from her role as the Director of the St. Charles Library to take a position elsewhere. Ms. Cabel has appreciated their positive working relationship and wishes her the best of luck.

Ms. Cabel praised the Recreation and Parks staff for a very successful Easter Egg Hunt on April 9th. It was wonderful to see patrons return for this favorite event after being cancelled for the last two years.

Ms. Cabel asked the Commissioners if they were interested in attending any of the upcoming events, including Earth Day, History Museum and Charlemagne Awards.

Ms. Cabel reminded the Board that it will need to select a nominating committee at the April 26th Board meeting. The nominating committee will bring forth a slate of officers for the next year to be voted on at the Annual Meeting on May 24.

Commissioner Comments

Bob Carne: Mr. Carne suggested that staff look for social media influencers that could promote the St. Charles Park District. He shared the positive feedback he received from neighbors who went out of their way to let him know how impressed they were with the Easter Egg Hunt.

Executive Session

No Business

Adjournment of Meeting

There being no further business, Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners adjourn the meeting. A voice vote was taken and the motion carried unanimously.

President Cooke adjourned the meeting at 7:10 p.m.



Secretary

Date Approved: April 26, 2022

