



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

April 26, 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 26, 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 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: Partnership & Sponsorship Supervisor Carina Graham, Assistant Superintendent Katie Miller, Assistant Superintendent Andrea Masoncup, Manager of Farm Programs Alison Jones and Pottawatomie Community Center Supervisor & Volunteer Coordinator Lara Piner

Guests present: Volunteer of the Year Jessica Potorny, Cynthia Pedersen, Trisha Siok

Consent Agenda

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

- Approval of Minutes from Regular Meeting on April 12, 2022
- Approval of Bills as of March 31, 2022

<u>Accounts</u>	<u>Amounts</u>
Corporate Fund	\$ 267,703.70
Recreation Fund	\$ 77,067.08
Audit	\$ 9,975.00
Liability Insurance	\$ 368.80
Special Recreation	\$ 2,674.64
Revenue Facilities	\$ 32,475.53
Norris Rec Center	\$ 9,676.01
Sportsplex	\$ 12,020.59
Capital	\$ 74,503.85
<hr/> TOTAL	<hr/> \$ 486,465.20

- Approval of Cash and Investment Report as of March 31, 2022
- Approval of Revenue Expense Reports as of March 31, 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 Volunteer of the Year Jessica Potorny. Volunteer Coordinator Lara Piner introduced Jessica to the Board and Manager of Farm Programs Alison Jones spoke of Jessica's volunteerism at Primrose Farm. In the past year, Jessica has not only been a psychology student at Elgin Community College and volunteer for other organizations, she has also spent 137 hours at the farm as a trustworthy, consistent and friendly volunteer. Ms. Piner presented Jessica with a plaque honoring her. Commissioners sought feedback from Jessica about how to reach out to other young adults to become volunteers and asked her about her plans for the future. They thanked her for her commitment to the Park District.

Jessica Potorny, Cynthia Pedersen, Trisha Siok, Katie Miller, Alison Jones and Lara Piner left the meeting at 6:38 p.m.

Administration and Finance

Swim City Update

Superintendent of Parks and Planning Laura Rudow introduced Steve Pratapas of Pratapas & Associates. Mr. Pratapas was retained to assist with the facilitation of a Capital Campaign Feasibility & Planning Study. The Study was designed to assess the potential of raising \$17.0M - \$20.0M dollars through a broad base capital campaign to enable St. Charles Park District (SCPD) and Swim City USA (SCUSA) to fulfill a shared vision for a new indoor Aquatics Center facility located at the park district's East Side Sports Complex. Mr. Pratapas outlined the steps for planning and implementing the Study and its methodology. The core of the findings from the Study came from information gathered from personal interviews & cultivation meetings, board focus group participants and email survey respondents. Mr. Pratapas asserted that the findings of the Study indicate that at this time he did not find it feasible for a 17-20M fundraising initiative in the current model and "any campaign effort would be a significant challenge requiring strong volunteer and staff leadership, commitment, and support from within the SCPD, SCUSA Board, and broader philanthropic community across the St. Charles and surrounding communities."

Mr. Pratapas left the meeting at 7:13 p.m.

The Commissioners discussed the findings of the Study and agreed to another meeting with the members of the SCUSA and SCPD Study Leadership Team to determine next steps.

Marketing Update

Public Relations & Marketing Manager Erika Young shared the promotions that the marketing department collaborated with park and recreation departments to advertise seasonal job opportunities. Promotions included eBlasts, signage at facilities and parks, website updates with Lifeguards Needed post, Facebook posts, Snapchat and Instagram ads, and geofencing ads over the two high schools and Elgin Community College. Mr. Kies added that the hiring for seasonal jobs has been going well and despite the nationwide lifeguard shortage, more lifeguard positions

are filled this year than when the pools opened last year. Commissioners asked questions about the percentage of seasonal jobs that are filled, whether the pandemic kept possible lifeguards from seeking employment and if staff is targeting other demographics for lifeguard positions.

Ms. Young then spoke about the progress the marketing department is making in offering a multitude of two-way communication options (via social media platforms and texting) which allow staff to communicate with the public in real time.

Partnership & Sponsorship Update

Partnership and Sponsorship Supervisor Carina Graham shared a list of sponsorships developed this year, included new sponsors. She reported that the year-to-year comparison shows the District has more sponsorships than last year with more than half the year left to develop partnerships. Mr. Carne asked if the recent Have a Ball soccer ball search in the parks was tied to a sponsor and Ms. Graham replied no.

Sculpture Donation

Public Relations and Marketing Manager Erika Young asked the Board to consider possible locations for the donated sculpture "The Sentinel" by Mark J. Barends. She presented locations in three different parks. The Commissioners asked questions and discussed the advantages of each site. Commissioners agreed that the suggested location at Belgium Town Park would be a good fit for the sculpture.

Ordinance Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Ms. Cabel asked the Board to consider Ordinance 2022-04-01, which authorizes the disposal of personal property owned by the St. Charles Park District. Items being disposed of include office furniture, outdated electronic hardware and marble tables.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2022-04-0. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Appointment of Nominating Committee

President Cooke nominated Commissioners Brian Charles and Steven Ward to present a slate of officers at the May 10, 2022 Board Meeting.

Recreation

Norris Recreation Center Equipment Lease Agreement

Superintendent of Recreation Mike Kies asked the Board to consider an agreement with Baycap, LLC to lease fitness equipment. This equipment was specified and located through Sourcewell. Contract #081120-TRU outlines a 48-month lease for \$1,862.30 per month.

Ms. McCarthy moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the 48-month lease agreement with Baycap, LLC for \$1,862.30 per month. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Thomson, Ward and Cooke. Nay: none. The motion carried.

Ande Masoncup left the meeting at 7:53 p.m.

Parks, Planning, and Facilities

Comprehensive Master Plan and Capital Update

Ms. Rudow reviewed the projects underway in the first quarter of 2022. These projects include 5 playground replacements, entryway improvements to Pottawatomie Golf Course that will address ADA issues and aesthetics, window replacements at the River View Miniature Golf building, vehicle & equipment purchases, replacing the Sportsplex roof and Baker Field Park renovations. She spoke of the public process for Red Gate Park renovations and the bocce ball court at Pottawatomie Park. She also talked about the bid going out next week for district-wide tennis court surfacing and improvements.

Special Reports

Fox Valley Recreation Association

Mr. Thomson shared that FVSRA has hired a company to help with branding and advertising, which resulted in a successful hiring campaign for summer jobs. They have a sizable increase in participants for the summer programs. The fundraising committee is still finalizing the report on the BBQ sales. The FVSRA has a \$600,000 surplus from last year and are still discussing options for expense of dollars.

St. Charles History Museum

Mr. Carne reminded the Board that the Night for the Museum fundraiser at the Arcada is Wednesday night. There is a Victory Gardens event for patrons to help plant the garden at the museum. A Clara Barton event is on May 14th. The museum would like to be a destination for summer camp field trips. And the museum is planning on having an event aboard one of the paddlewheel boats later this summer.

St. Charles Park Foundation

Ms. Cabel reported that the Board approved new slate officers and Jayne Beck will now be the president and Julie Miller-Longo will be the secretary.

St. Charles Arts Council

Ms. Cabel reported that the recent student art show was a huge success and the SCAC is preparing for the June 11th Arts Ramble.

St. Charles Business Alliance

The SCBA is preparing for the Fine Arts Show on Memorial Day Weekend.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy encouraged the Board to walk through Mt. St. Mary Park to see the daffodils. Ms. Cabel said the RCF Golden Turtle Award ceremony was this afternoon at Mt. St. Mary Park.

Baker Community Center

No report

Correspondence

None

Director's Report

Ms. Cabel reported that she is working on setting up a date for Carol Glemza's memorial dedication ceremony and is tentatively planning for June 28th. She also reminded the Board that the Capital Workshop is on Monday at HKDC at 1pm. She said that River View Miniature Golf will open May 7 and that the paddlewheel boats went in the water today. Finally, the Community Wide Garage Sale this past weekend benefitting the teen center was a big success with 64 homes participating in the sale and despite adverse weather on Sunday, the Amazing Race was well attended by 80 participants.

Commissioner Comments

Peggy McCarthy: Ms. McCarthy said she appreciated that whenever she calls the Park District, a human being answers the phone; she doesn't have to press buttons or listen to a directory of names to get to someone.

Bob Thomson: No comments

Steve Ward: No comments

Karrsten Goettel: No comments

Brian Charles: No comments

Bob Carne: Mr. Carne expanded on the marketing department's report about geofencing ads and suggested that concept be applied during prom season at Mt St. Mary Park and Pottawatomie Park. He gave kudos to the teams who do special events as he has received lots of feedback about how happy patrons are with them. He asked about the West Aurora school district STEM field trip program. He then spoke about carbon offsets and the need to replenish trees that fall.

Jim Cooke: Mr. Cooke mentioned a compliment for the Park District that he received from a friend who brought her grandchildren to both Primrose Farm and HKDC. She spoke very highly of the staff and their helpfulness and attention.

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 subject, per the Open Meetings Act, 5 ILCS 120/2(c)(1): 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 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Cathy Camm, Jeff Essig, Mike Kies, Laura Rudow, Jenny Santos and Erika Young left the meeting at 8:16 p.m.

The Board returned to Open Session at 8:24 p.m. Jenny Santos returned to the meeting.

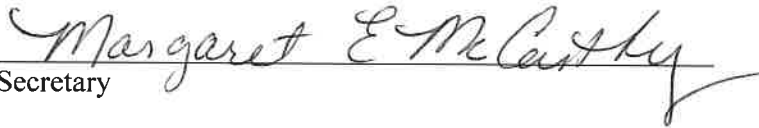
Other Business

Personnel

Mr. Thomson moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the merit increase as presented for Director of Parks and Recreation for 2021 and 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 8:26 p.m.


Secretary

Date Approved: May 10, 2022