



MINUTES
St. Charles Park District
SPECIAL BOARD MEETING AND WORKSHOP
Hickory Knolls Discovery Center
May 2, 2022 at 1:00 P.M.

Call to Order

The St. Charles Park District Board met for a Special Meeting at Hickory Knolls Discovery Center on May 2, 2022. Vice President Karrsten Goettel called the meeting to order at 1:04 p.m.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Brian Charles, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward (arrived 1:09 p.m.)

Commissioners absent: Jim Cooke

Administrative staff present:

Director of Parks and Recreation Holly Cabel
Superintendent of Parks and Planning, Deputy Director Laura Rudow
Superintendent of Recreation Mike Kies
Superintendent of Finance and Administration Cathy Camm
Information Technology Manager Jeff Essig
Administrative Assistant to Director Jenny Santos

Other staff present:

Accounting Manager Ashlee Wallace
Assistant Superintendent of Recreation Jennifer Bruggeman

Guests present:

Public Appearances: None

Capital Projects

Ms. Cabel began the workshop by reviewing the alignment between projects to be discussed with the following resources used to plan & revise the long-range Capital plan. These resources include:

- Comprehensive Master Plan Schedule of Projects
- 2021 Community Survey
- Indoor Space Study
- ADA Transition Plan
- Land Cash
- Replacement Plan

Ms. Rudow reviewed the projects identified in the CMP for 2022, including Primrose Farm Park. Ms. Cabel reviewed the quadrant analysis from the 2021 Community Survey that indicates projects like the UPRR land acquisition, Mt. St. Mary Park entrance and finishing the Historic Pavilion at Pottawatomie Park will meet some of the identified priorities of the community.

Mr. Kies then reviewed the priorities identified in the Indoor Space Study, including District-wide facility branding, Norris Recreation Center first floor renovations, Pottawatomie Community Center reconfiguration of public/staff spaces and bathroom/locker room renovations, Hickory Knolls Discover Center updates and Primrose Farm renovations. Ms. Rudow then shared examples of Phase I findings from the ADA audit completed last year and how they will be addressed into respective projects.

Next, Ms. Rudow updated the Board on the acquisition of Union Pacific Railroad (UPRR) land for trail development. The District continues to work in collaboration with the Kane County Forest Preserve, the City of St. Charles and the Kane County Department of Transportation to come to an agreement with the UPRR, but the timeline for negotiations has been pushed to February 2023.

Ms. Cabel followed with an update on the status of the current lease agreement with the Illinois Department of Justice for the 88 acres on the west side. The lease expires June 30, 2022 and staff have been working with the IDJJ to secure a long-term lease so that the District can move forward with developing the land with amenities. Ms. Cabel asked the Board for feedback on how to proceed if the IDJJ only agrees to a 5-year lease renewal (with option to renew for 5 more years). The Board requested to see a breakdown of a phased approach with cost estimates for consideration.

Mr. Kies updated the Board on the development of a private/public partnership to build an adventure course at HKDC. He spoke of the hurdles faced by three different companies and at this time, it appears that this partnership is not feasible. The conversation turned to how to proceed with plans to create additional usage of the indoor and outdoor spaces at HKDC. The Board discussed moving forward with a phased approach to developing the outdoor spaces immediately surrounding the building to make it more usable for staging adventure races and other types of programs and rentals.

Mr. Kies discussed the need for renovations at Norris Recreation Center. Not only are the lobby and front desk out-of-date aesthetically, but also need improvements to make the desk ADA compliant. The school district does not have a cost share for these needed renovations in its five-year Capital Improvement Plan and the park district does not usually commit capital resources to property it does not own. The Board discussed the need to continue the conversation with the school district once its new administrative team is in place this summer.

Ms. Rudow proposed to the Board that the timeline for needed improvements at Otter Cove Splash Park be pushed forward earlier than originally discussed at the fall workshop. The maintenance issues are at a point that it would be fiscally responsible to replace equipment and amenities than continuing to just fix them.

Ms. Rudow presented the project of renovating the course and building at River View Miniature Golf due to the addition of kayak rentals, increase in pedal boat rentals, deterioration of the bricks and ADA concerns on the course, ADA concerns inside building and overall increased usage at RVMG.

Ms. Rudow shared that a donor who wishes to remain anonymous would like to donate \$350,000 to finish the construction of the historic pavilion at Pottawatomie Park. The Board responded gratefully to this donation and would like the planning department to move forward with plans.

Mr. Kies shared the concept plans for reconfiguring the public and staff spaces at Pottawatomie Community Center that resulted from the Indoor Space Study. The outcomes of the reconfiguration include increased accessibility, increased program participation, better space utilization and maximizing the current PCC footprint. This project would coincide with the locker room and restroom project that is on the long-term capital plan.

Ms. Rudow presented two ideas for park renovations with grant potential. One is to develop the 20 acres of land at Delnor Woods that was purchased in 2011. The other idea is to redevelop Primrose Farm Park as its amenities need updating, including accessible paths to the various courts. Commissioners discussed possible amenities at Primrose Farm Park and agreed to staff pursuing a grant for this project.

Lastly, Ms. Cabel reviewed the chart of the projects just discussed and others that are already in progress or 5+ years away and a timeline for each of them. The Board discussed the timeline and suggested that the Pottawatomie Maintenance Bay be moved forward.

Evaluate Capital Resources & Finances

Ms. Camm shared the Fund Balance Policy Plan that includes transfer a total of \$880,000 from the General, Recreation and Revenue Facilities Funds to the Capital Fund over the next three years. She also shared that there is a potential to increase the fund transfers. However, staff proposes keeping the money at the fund level.

The projected Capital Fund balance at the end of 2021 is \$10,390,536. The projected revenue in the 2022 Capital Budget includes \$100,000 in grant income and \$2,624,600 from fund transfers. The budgeted expenses include committed allowances of \$2,804,920 and \$4,415,500 for capital projects. The amount available for capital funding in FY2023 is \$5,894,716.

The Board discussed the next steps to move forward with the Capital plan, prioritizing as staff begins to work on the 2023 capital budget plan.

Adjournment of Meeting

There was no further or other business. Mr. Thomson motioned and Mr. Charles seconded to adjourn the meeting. A voice vote was taken and unanimous aye votes were cast. Mr. Goettel adjourned the meeting at 3:15 p.m.


Secretary

Date Approved: May 24, 2022