



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

May 10, 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 May 10, 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:** Brian Charles, Jim Cooke, Karrsten Goettel, Bob Thomson and Steve Ward

**Commissioners absent:** Bob Carne and Peggy McCarthy

**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, Information Technology Manager Jeff Essig, Pottawatomie Golf Course Manager and PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

**Other staff present:** Accounting Manager Ashlee Wallace

**Guests present:** Principal Auditor Jen Martinson, Kiwanis Club of St. Charles Members Connie Kurr, Susan Liechti and Darlene Riebe

### Consent Agenda

Mr. Thomson 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 26, 2022

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

### Public Appearances

Three members of the Kiwanis Club of St. Charles presented the Board a plaque to thank the St. Charles Park District for its continued partnership to support children. The Kiwanis donated \$10,000 in 2019 for a wheelchair swing that was installed in the new Pottawatomie Park Inclusive Playground and Sensory Garden.

*Connie Kurr, Susan Liechti and Darlene Riebe left the meeting at 6:36 p.m.*

### Administration and Finance

#### Annual Audit for Fiscal Period Ending December 31, 2021

Superintendent of Finance & Administration Cathy Camm introduced Ashlee Wallace, Accounting Manager of the St. Charles Park District who was the staff member who played a large

role in the audit. Ms. Wallace then introduced Jen Martinson, Principal with Lauterbach & Amen, LLP who was the lead for the 2021 audit.

Ms. Martinson shared the highlights of each of the three major sections of the audit. In the Introduction, she mentioned the Letter of Transmittal, which provides non-financial information about the Park District operations in 2021. She also highlighted the Certificate of Achievement for Excellence in Financial Reporting that the District earned for the fiscal year 2020. Ms. Martinson then pointed out that the Management’s Discussion and Analysis in the Financial Section which is a summary of the District’s finances in 2021. She also pointed Board members to review the budgeted vs. actual amounts for each of the funds. Lastly, she said that the Statistical Section provides 10 years of data to provide context for understanding the District’s overall financial health.

Ms. Martinson said that the management letter makes the Board aware of new standard regarding leases that will need to be addressed in the 2022 audit. She was proud to report that the District’s financial statement disclosures are neutral, consistent and clear, and that there were no difficulties or disagreements encountered while performing the audit. Mr. Charles asked if there were any suggestions for improving accounting practices and Ms. Martinson said no and that if there were, they would be included in the audit. She added that it was a pleasure to work the finance team in conducting the audit. The Commissioners thanked her for her work.

*Ms. Martinson left the meeting at 6:43 p.m.*

Mr. Charles moved and Mr. Ward seconded that the St. Charles Park District Board accept the audit for FY 2021 as presented. A roll call vote was taken. Aye: Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried.

Land/Cash Fund Summary

Ms. Wallace reviewed a Land Cash Summary statement with the Board. She said there were 4 land cash payments received in 2021 from developers and one refund provided to a developer for the Crystal Lofts project that did not move forward. The ending fund balance for FY 2021 was \$1,460,684.

Annual Investment Report

Ms. Wallace reviewed the 2021 Cash and Investment Summary with the Board. She noted that the Cash balances didn’t change significantly in 2021. She also noted that page 2 shows the investment maturities and that 68% of the investments are liquid. Mr. Charles asked if there are guidelines on how the money can be invested and Ms. Camm responded that the District is guided by Illinois Park Code and the Board’s Policy on Investments.

Nominating Committee Presentation of Slate of Officers

Commissioners Charles & Ward presented the slate of officers to be elected at the Board’s Annual Meeting on May 24, 2022:

- |                     |                  |
|---------------------|------------------|
| President           | Karrsten Goettel |
| Vice-President      | Robert Thomson   |
| Secretary           | Peggy McCarthy   |
| Assistant Secretary | Bob Carne        |
| Treasurer           | Brian Charles    |

Assistant Treasurer  
Commissioner

Steve Ward  
James F. Cooke

Mr. Thomson moved and Mr. Ward seconded that the St. Charles Park District Board accept the slate of officers for election at the Annual Meeting. A voice vote was cast and the motion passed unanimously.

### **Parks, Planning, and Facilities**

#### **Asphalt Improvements**

Ms. Rudow said that per the 2022 Capital Plan, bids were solicited and opened on April 27, 2022 for pavement removal and pavement replacement at Denny Ryan Service Center, East Side Sports Complex and the Pottawatomie Community Center. The lowest responsible bidder is determined to be Geneva Construction, Aurora, IL with a base bid of \$17.69 per square yard.

Mr. Thomson moved and Mr. Goettel seconded that the St. Charles Park District Board award the asphalt project to Geneva Construction for \$17.69 per square yard. A roll call vote was taken. Aye: Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried.

#### **Munhall Elementary School Playground**

Ms. Rudow said that per the 2022 Capital Plan, bids were solicited and opened May 3, 2022 for a cooperative playground replacement at Munhall School with CUSD303. The lowest responsible bidder was determined to be Hacienda Landscape, Minooka, IL in the amount of \$99,013. The Park District portion of this expense is \$50,000.

Mr. Thomson moved and Mr. Goettel seconded that the St. Charles Park District Board award the Munhall Elementary School Playground project to Hacienda Landscape, Minooka, IL in the amount of \$50,000. A roll call vote was taken. Aye: Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried.

#### **Request for Use**

Ms. Rudow presented the request from Kane County Young Republicans to use Pottawatomie Park for the purpose of hosting their BBQ Fundraiser in the Park on Sunday May 29, 2022. This fundraiser is open to the public.

Mr. Charles moved and Mr. Thomson seconded that the St. Charles Park District Board approve the use of Pottawatomie Park on Sunday, May 29, 2022 by the Kane County Young Republicans. A voice vote was cast and the motion passed unanimously.

#### **Correspondence**

None

#### **Director's Report**

Ms. Cabel shared the 2022 Fox River Trail Guide published by Shaw Media. She also mentioned the article published last week in the Daily Herald regarding park districts struggling to hire seasonal employees for which Mike Kies was interviewed and quoted. He will be joining a local podcast this Thursday to speak to the issue and how the District's unique marketing strategies helped attract quality candidates. She announced that the date for the Board to recognize outgoing colleagues from the school district has been confirmed for June 14. Additionally, the Board will

recognize Mr. Bob Geiken on June 28 for his role in promoting soccer in the community for the past 30 years.

**Commissioner Comments**

**Brian Charles:** Mr. Charles gave a shout out to Mike Kies for his interview in the Daily Herald.

**Bob Thomson:** Mr. Thomson reported that FVSRA made \$15,000 at the barbeque in April.

**Steve Ward:** No comments

**Karrsten Goettel:** No comments

**Bob Carne:** absent

**Jim Cooke:** No comments

**Peggy McCarthy:** absent

**Executive Session**

Mr. Ward moved and Mr. Goettel 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): the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A roll call vote was taken. Aye: Charles, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried. At 7:02 p.m. the Board temporarily adjourned to proceed to the Executive Session.

*Ms. Wallace left the meeting at 7:02 p.m. Ms. McCarthy entered the Executive Session at 7:08 p.m.*

The Board returned to Open Session at 7:14 p.m.


**Other Business**

None

**Adjournment of Meeting**

Mr. Charles moved and Mr. Goettel seconded that the meeting be adjourned. A voice vote was cast and the motion passed unanimously.

There being no further business, President Cooke adjourned the meeting at 7:14p.m.

  
Secretary

Date Approved: May 24, 2022