



## ST. CHARLES PARK DISTRICT BOARD MEETING

Sportsplex

July 19, 2022 – 6:30 P.M.

MINUTES

### Call to Order

The St. Charles Park District Board met for a Regular Meeting at Sportsplex on June 28, 2022. At 6:38 p.m., President Karrsten Goettel called the meeting to order.

### Roll Call

Administrative Assistant Jenny Santos called the roll.

**Commissioners present:** Bob Carne, Jim Cooke, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward

**Commissioners absent:** Brian Charles

**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:** Melissa Caine, Carina Graham, Cayla Greenfield, Cori Hedlund and TC Hull

**Guests present:** Brent Runzel

### Consent Agenda

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the Consent Agenda items, including the following:

- Approval of Minutes from Regular Meeting on June 28, 2022
- Approval of Bills as of June 30, 2022

	<u>Amounts</u>
Accounts	
Corporate Fund	\$ 316,035.88
Recreation Fund	\$ 75,516.01
Liability Insurance	\$ 5,267.87
Special Recreation	\$ 2,835.48
Debt Service Fund	\$ 298,655.01
Revenue Facilities	\$ 119,533.33
Norris Rec Center	\$ 8,989.56
Sportsplex	\$ 16,131.66
Capital	\$ 102,003.33
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TOTAL	\$ 944,968.13

- Approval of Cash and Investment Report as of June 30, 2022
- Approval of Revenue Expense Reports as of June 30, 2022

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

### Public Appearances

The Board of Commissioners welcomed Mr. Brent Runzel from Dick Pond Athletics. TC Hull, Tournaments Supervisor, introduced Mr. Runzel and shared the success of the Hickory Knolls Trail Run earlier this spring in which 159 runners participated in either a 5K or 10K trail run. Mr. Runzel presented a check for the proceeds of the run --\$1,542.59--to go to the St. Charles Park Foundation.

*Mr. Runzel left the meeting at 6:45 p.m.*

### Administration and Finance

#### Partnership & Sponsorship Report

Partnership & Sponsorship Supervisor Carina Graham shared the highlights of the second quarter: 1) Concert series had 3 returning sponsors and 4 new sponsors for a grand total of \$8,900; 2) She sold 2 new Dog Park Sponsorships for \$750 each, including DePaw Canine Campus who also sponsored the concert series and Movie in the Park; and 3) The HKDC staff is taking over the programming of Caravan to Candy Land, so the funds will move from REC to Facilities.

#### Financial Aid Report

Mr. Kies introduced Cori Hedlund, Registrar and Financial Aid Coordinator, to the Board. He commended Ms. Hedlund for her efforts in assisting patrons get the funding they need to pay for recreation activities. Ms. Hedlund explained how a resident and/or resident household qualifies for financial aid, which is based on income eligibility guidelines for the US Department of Agriculture reduced lunch program. Eligible residents may receive up to \$500 per household per year to offset the costs of a variety of programs throughout the year. Ms. Hedlund shared the number of families served in the past three years and thus far in 2022. The amount of money expended in 2020 and 2021 was significantly less because of the pandemic. Patrons are coming back to the Park District this year and the financial aid program is assisting participants at near 2019 levels, including residents of Carrol Towers and guests of Lazarus House.

Ms. Hedlund shared additional financial aid resources, including the For Scout Foundation and JSG Dance Fund. Participants can use funds from these sources in addition to the \$500 from the Park District. Commissioners asked Ms. Hedlund a variety of questions regarding the source of funding for the financial aid program, methods of outreach to the community and what else can the District do to ensure all those who want to recreate get the assistance they need to pay for programs and memberships. The Commissioners thanked Ms. Hedlund for her informative report.

#### Langum Lease Agreement

Ms. Rudow asked the Board to consider renewing a fifteen (15) year lease with the City of St. Charles for the property commonly known as Langum Park, located near 200 Devereaux Way, St. Charles, IL. She mentioned that the only real change to the lease was delineation of the western border of the leased area. Both parties agreed to this change to make it a straighter and easier defined line for respective maintenance contracts to understand the boundary.

Mr. Thomson moved and Ms. Cooke seconded that the St. Charles Park District Board of Commissioners approve the Langum Lease Agreement with the City of St. Charles for a term of 15 years. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Intergovernmental Agreement (IGA) with DuPage County for Participation in the Local American Rescue Plan Act (“LARPA”) Program

Ms. Camm explained that the District requested reimbursement of \$52,373.56 for COVID-related expenses from 3/3/2021-5/1/2022 from DuPage County. The County formally accepted our request and will be reimbursing the District for \$523.74, which is prorated (1.0%) based on the number of DuPage County residents in the St. Charles Park District.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the IGA with DuPage County for Participation in the LARPA Program. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

**Recreation**

Monthly Usage Report

Mr. Kies shared the June usage reports for River View Miniature Golf, Paddlewheel Riverboats, Swanson Pool and Otter Cove. All four facilities are enjoying consistently high usage and concession sales. At RVMG, birthday parties and special events occur weekly and boat rentals are up over last year. There are more passengers per public cruise due to streamlining schedules, which improves cost effectiveness of operations. Private charters are double what they were last year. Cross promotions between RVMG and Paddlewheel Riverboats sold 156 rounds of mini-golf in June. At Swanson and Otter Cove, the Cross-Town Aquatics Pass has been very popular and pass sales doubled this year. Daily sales are up also at both facilities. Mr. Carne added that he was very impressed when he witnessed employees parking on the hill away from the parking lot to allow patrons to park as close to the Swanson pool entrance as possible.

**Parks, Planning, and Facilities**

Comprehensive Master Plan & Capital Plan Update

Ms. Rudow shared that the 2023 OSLAD grant cycle will be opening soon and the District will apply for a grant to make improvements to Primrose Farm Park, which is a project included in the CMP. Although there have been some delays due to availability of materials, the 2022 Capital plan is on track and there are no significant changes of which to make the Board aware.

Playground Renovations

Ms. Rudow shared the plans for the renovations to Red Gate and Kehoe Parks that were chosen based on public input through online surveys. Red Gate Park’s survey was available for one month and 48 respondents gave input. The Kehoe Park survey was also available for one month and 133 respondents completed the survey. The playground at Red Gate Park will include new swings, climbing structure, spinner and concrete curbing will replace the old wood timbers. Kehoe Park renovations will include repainting the rocket and sealing it off so it is inaccessible for climbing but remains as part of the history of the park. There will be a climbing structure for preschool ages and another for 7–12-year-olds. There will be a water table donated by St. Charles Kiwanis club

and additional benches and shading. The projects are out for bid and Ms. Rudow will bring proposals for approval to the next Board meeting in August.

From an education standpoint, Ms. Rudow shared a comparison of costs for different types of playground surfaces, including fibar mulch, turf and poured in place. Community input for playground renovations shows strong support for a poured in place surface (most expensive option) opposed to the most often used fibar mulch (least expensive option).

#### Capital Equipment Purchase

Ms. Rudow said that per the 2022 Capital Plan, an Ag Tractor was specified and located through Sourcewell in the amount of \$56,591.78. The vendor is AHW John Deere of Hampshire, IL.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the purchase of an Ag Tractor for \$56,591.78. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

#### Monthly Usage Report

Mr. Skubisz shared the June usage reports for Pottawatomie Golf Course and the course continues to be well visited. The total rounds played in June was 5,678, which is the most played in June in the last 5 years. Golfers are teeing off well into the evening, thus increasing the number of twilight rounds. Golf cart rentals are at the highest rate in the past five years as well. The weather has cooperated and the patrons continue to be happy with the improvements at the golf course.

*Carina Graham and Cori Hedlund left the meeting at 7:37 p.m.*

#### Request for Use

Ms. Rudow asked the Board to approve the request for use by Fox Valley Hands of Hope to use Pottawatomie Park for the purpose of hosting a fundraising event on Friday, September 16, 2022.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the use of Pottawatomie Park by Fox Valley Hands of Hope on Friday, September 16, 2022 to host a fundraising event. A voice vote was taken and the motion passed unanimously.

#### Special Reports

##### Fox Valley Recreation Association

Mr. Thomson reported that the FVSRA Day in the Park last Wednesday in Pottawatomie Park was a huge success. The kids really enjoyed themselves as there were plenty of fun activities available. He noted that the Director of FVSRA is working on updating the organizations chart as well as conducting a salary survey with three other SRAs. The Foundation has a Beach Party Bingo fundraising event on August 19<sup>th</sup>.

##### St. Charles History Museum

Mr. Carne reported that the History Museum enjoyed having the Park District campers visit. The museum staff is working with the Paddlewheel Riverboat supervisor to set up a history cruise. The museum posts a "This Day in St. Charles History" on its website that is very interesting and informative.

St. Charles Park Foundation

Mr. Cooke said the Park Foundation is meeting on July 20.

St. Charles Arts Council

Paint the Riverside will take place at the intersection of Riverside and Walnut on July 30<sup>th</sup>. They are looking to get the community involved in painting it.

St. Charles Business Alliance

Ms. Cabel reported that the SCBA has hired a new marketing staff member. The SCBA is contributing to the Enjoy Illinois website and Ms. Young is working with them on giving them District events appropriate for posting.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy reported that the monthly River Corridor meeting is tomorrow. The annual River Clean Up is September 17 and the daffodil bulb planting event has been scheduled.

Baker Community Center

No report

Correspondence

None

Director's Report

Ms. Cabel reported that staff were pleased to meet Dr. Paul Gordon, the school district's new superintendent, at the last Intergovernmental Meeting. She hopes to meet with him in August to discuss how both agencies can continue to work together to benefit the community.

Commissioner Comments

**Mr. Carne:** Mr. Carne reiterated that he was very pleased to see employees "courtesy park" in spots further away from the facilities to allow patrons to park closer. Mr. Carne thanked Mr. Thomson for his continued work with FVSRA as the partnership with them is great. He attended the Day in the Park event last week and enjoyed seeing the kids having fun and the park looking great. Next, he thanked Melissa Caine and the entire Sportsplex team for their efforts to help a recent softball tournament that got rained out get time inside the Sportsplex to avoid canceling any events. He received very complimentary feedback from the coaches involved who were so grateful for how quickly the Sportsplex team helped solve the problems caused by uncooperative weather. In his 'idea' section, Mr. Carne proposed that during the summer, perhaps parents could drop off their kids at Pottawatomie Preschool or Hickory Knolls Discovery Center for a few hours to sample preschool while the parents go swimming at the closest aquatic facility. He also suggested that teen camp kids have access to the golf course for lessons. Another idea he had was that D303 and the Park District work together to educate the public about the effects of cannabis on young minds. He moved on to compliment the idea of the Primrose Palette painting program taking advantage of the beautiful sunsets at the Farm. Next, he was glad to see that Shakespeare in the Park was

happening again this summer. He ended his comments by thanking the staff for all they did to manage the decision making for the fireworks display on July 4<sup>th</sup>.

**Jim Cooke:** Mr. Cooke mentioned that a former Commissioner, John Mizanin, passed away recently. He said a few words about Mr. Mizanin and the impact he had on the community as a commissioner and long-time teacher in St. Charles.

**Peggy McCarthy:** Ms. McCarthy thanked the Sportsplex staff for the tour they gave of the facility before the meeting. She commended TC Hull for the way in which he spoke before the board when presenting Mr. Runzel at the beginning of the meeting. She also said that her friends went golfing at Pottawatomie Golf course and had a great time.

**Steve Ward:** Mr. Ward shared that he and his son went golfing at PGC and had so much fun. He asked Ms. Rudow if there were any plans for the tree lighting project at Pottawatomie Park to move forward. She responded that the project is grant dependent and the District.

**Karrsten Goettel:** No comments

**Executive Session**

Mr. Cooke 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(c6): the setting of a price for sale or lease of property owned by the public body; and; and (c)(5) 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: Charles, Cooke, McCarthy, Ward and Goettel. Nay: none. The motion carried. At 8:05 p.m. the Board temporarily adjourned to proceed to the Executive Session.

*Melissa Caine, TC Hull and Cayla Greenfield left the meeting at 8:05 p.m.*

*Laura Rudow, Mike Kies, Jeff Essig, Ron Skubisz and Jenny Santos left Executive Session at 8:18 p.m.*

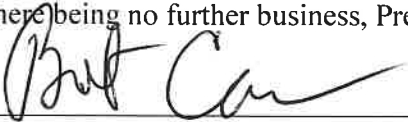
The Board returned to Open Session at 8:43 p.m.

**Other Business**

**Adjournment of Meeting**

Mr. Cooke moved and Ms. McCarthy seconded that the meeting be adjourned. A unanimous voice vote was cast and the motion carried.

There being no further business, President Goettel adjourned the meeting at 8:43 p.m.

  
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Secretary

Date Approved: August 9, 2022