



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

August 9, 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 August 9, 2022. At 6:34 p.m., President Karrsten Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Brian Charles, Karrsten Goettel, Bob Thomson and Steve Ward

Commissioners absent: Jim Cooke 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: Melissa Caine

Guests present: The St. Charles North High School Girls Varsity Softball team and families, Coach Poulin and his family, Cris Anderson, Clinton Anderson and Sena Drawer

Consent Agenda

Mr. Charles moved and Mr. Ward 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 July 19, 2022

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

Public Appearances

The Board of Commissioners welcomed the St. Charles North High School Girls Varsity Softball Team and their family members, as well as Coach Poulin and his family. President Goettel gave a speech recognizing the team's amazing season that led them to win the IHSA Class 4A State Championship this spring. Mr. Carne congratulated the girls, thanked their families for their support and presented each player with a certificate of congratulations on behalf of the Board and staff. Coach Poulin also commented on their exceptional qualities as individuals and as a team before taking a picture with the team and Commissioners.

Coach Poulin, the softball team and their families left the meeting at 6:49 p.m.

Pickleball players Cris Anderson, Clinton Anderson and Sena Drawer addressed the Board about their desire to have both courts at Pottawatomie Park lined for pickleball. They shared statistics on number of courts within the community. The Commissioners listened to their reasoning and assured them that the District continues to look for opportunities to increase the number of pickleball courts across the community.

Cris Anderson, Clinton Anderson and Sena Drawer left the meeting at 7:13 p.m.

Administration and Finance

Mid-Year Financial Report

Director Holly Cabel began the presentation of the Mid-Year Financial Report by reviewing the District's long term goals and shared a document outlining how the District has met each of the goals through its programs, events, capital development & improvement projects, and parks in the first half of 2022.

Ms. Camm continued the presentation by comparing mid-year revenues and expenses for the years 2020, 2021 and 2022, including an overview of the revenue and expenses of each of the following Funds: General, Recreation, Revenue Facilities, Norris Recreation, Sportsplex, and Capital. Ms. Camm noted that revenues in some of the funds have exceeded pre-pandemic levels.

Ms. Camm reported that operation revenues are up 16% primarily due to increases in taxes, programs, rentals and fees compared to June 30, 2021. Expenses are up 9% due to increases in wages and supplies netted with reductions in contractual services due to delayed receipt of larger invoices. Of note is that gas and fuel expenses are up 72% from a year ago.

Other highlights by fund, compared to June 30, 2021, include:

- In the General Fund:
 - Rental revenue at Baker Community Center, garden plots and picnics are up
 - Contractual services have increased over the last few years due to outsourcing payroll services and a newly implemented training management solution
 - Parks contractual maintenance and turf supplies are up due to backflow repairs at James O Breen soccer building, emergency repairs needed at Langum sewer line and more timely invoicing for mowing and turf supplies
 - Costs for refuse and hauling expenses have increased by 36% since last year
 - At Hickory Knolls Discovery Center:
 - facility rental revenue has increased over the past two years and exceed pre-pandemic levels
 - camp program revenue is up
 - revenue for the second native plant sale was slightly less than last year, but resulted in a higher net surplus due to more realistic purchasing of product and the ability to sell the product at full retail price rather than the discounted prices that took place in 2021
 - At Primrose Farm, program revenue is up; but livestock expenses are up due to increased costs on bulk feed and hay
- In the Recreation Fund:

- Revenue for the first 6 months is up over 33%
- Revenue for summer activities is greater than previous six years
- Combined PCC and Haines rentals are slightly less
- Adult program revenue is slightly under previous years and budget but on track for the year
- AAC, teen center and community events are slightly higher than pre-pandemic levels
- Athletic program revenue is up 18% from the prior year due to contractual sports, karate and pickleball
- Camp revenue is up (86%) from the prior year, due to increased participation of school age children, teen camp participation averaging an additional 50 participants per week
- Tween programs, Baker Station is up (73%) and Before the Bell is up (58%)
- Youth programs are up 73% due to strong participation in special interest (Nerf Nights and All About Art classes) netted with slight decreases in equestrian programs
- In the Revenue Facilities Fund, net revenue exceeds prior year and pre-pandemic levels:
 - Revenue is up 34% primarily due to increases in Riverview Mini Golf and aquatics
 - At Paddlewheel Riverboats:
 - Public cruise participants are up
 - The number of private charters exceed 2021 even with a slight increase in fees
 - Five specialty cruises were held in June
 - While revenue is higher, net revenue decreased from the prior year due to higher expenses for budgeted life jackets and unplanned ramp extensions and propellers
 - At Riverview Miniature Golf:
 - Revenue of \$89,696 is higher than in the past 11 years exceeding the 2nd highest of \$73,164 in 2016
 - The number of boat rentals increased to 656 from the prior year of 582 perhaps due to a budgeted kayak rental fee reduction of 20%
 - At Pottawatomie Golf Course:
 - Although under 2021, revenues in Green Fees, Pass Sales and Cart rentals represent the second highest in 10 years
 - Rounds are above 5-year averages
 - Simulator revenue for the first 6 months of 2022 exceeds the total for the 2021 year
 - At Swanson Pool:
 - Combined admission and pass revenues exceed prior year by 15%
 - Aquatic program revenues are up 12% from the prior year
 - Concession revenue is up 86% from the prior year
 - At Otter Cove Aquatic Park
 - Rentals are up 67% over 2021
 - Combined admission and pass revenues are up 74% from the prior year
 - Concession revenue is up 108% from the prior year
- In the Norris Recreation Fund:
 - Operating at a surplus exceeding the prior two years
 - Memberships are up 27% from the prior year and on target to meet this year's membership revenue budget

- Tennis program revenue is down due to limited court availability for paid court time and declines in drop-in drill participation
- Net revenue from the swim program is up 80%
- In the Sportsplex Fund:
 - Facility rentals are up 37% from the prior year due to prior league group utilizing the space as a renter
 - Fitness program revenue is up due to the addition of multi-sport, flag football and golf camps
- In the Capital Fund, expenses are down:
 - Larger park projects including 5 playgrounds are out for bid or just getting started
 - Approved vehicle purchases are on hold due to supply chain issues
 - Most budgeted projects at the aquatic facilities took place prior to facility openings
 - Most of the larger budgeted IT projects have been completed such as the Hyperflex and PC replacements

Ordinance 2022-08-01 and Resolution 2022-08-01

Ordinance 2022-08-01 authorizes the disposal of personal property owned by the St. Charles Park District. Items being disposed of are hardware from the technology department including monitors, wireless bridges, a printer and miscellaneous peripherals.

Resolution 2022-08-01: *Authorizing Support and Permission for Inclusion of Ferson Creek Park, Boy Scout Island, Pottawatomie Park, and Mt. St. Mary Park Access Sites in the Fabulous Fox! Water Trail* supports the inclusion of these four access sites in the Fabulous Fox! Water Trail seeking designation as a National Water Trail as part of the National Water Trail System.

Mr. Carne moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2022-08-1 and Resolution 2022-0801. A roll call vote was taken. Aye: Carne, Charles, Thomson, Ward and Goettel. Nay: none. The motion carried.

Recreation

No business

Parks, Planning, and Facilities

Sportsplex Roof Bid

Ms. Rudow said that per the 2022 Capital Plan, bids were solicited and opened on August 2, 2022, for the Sportsplex Roof Project. She asked the Board to consider CSR Roofing, Oak Park, IL as the lowest responsible bidder in the amount of \$272,372.00 which includes the alternate. Mr. Thomson asked if the bids came in at budget and Ms. Rudow answered that bids were over budget by \$65,000 due to increased materials costs, but the District remains within the overall capital budget as other projects were under.

Mr. Thomson moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the contract with CSR Roofing, Oak Park, IL in the amount of \$272,372.00. A roll call vote was taken. Aye: Carne, Charles, Thomson, Ward and Goettel. Nay: none. The motion carried.

Red Gate Park & Kehoe Park Bid Consideration

Ms. Rudow shared that per the 2022 Capital Plan, bids were solicited and opened on July 29, 2022 for the Red Gate Park & Kehoe Park Playground Renovation Project. The Board is asked to consider M&M Peters Construction, Inc, Aurora, IL as the lowest responsible bidder in the amount of \$222,802.98. She also asked the Board to consider Alternate 1 for poured-in place surface in the swing area at Kehoe Park in the amount of \$36,341.42 and Alternate 2 for drainage at Kehoe Park in the amount of \$1,000. Board was in favor of having staff bring the request back for board action at next meeting.

Mr. Thomson moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the contract with M&M Peters Construction, Inc, Aurora, IL for \$222,802.98. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Change Order Request for Tennis Court Rehabilitation Project

Ms. Rudow asked the Board to consider a change order to the contract with Tracy & Ed Construction, Inc in the amount of \$11,634.00 for the purpose of removing two inches of asphalt, including underlying petromat, and adding half an inch of leveling course. Ms. Rudow explained that the contractor was unable to remove asphalt without partial removal of petromat.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the change order to the contract with Tracy & Ed Construction, Inc in the amount of \$11,634.00. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

General Use Ordinance Update

Ms. Rudow presented updates to the General Use Ordinance, which included revisions regarding the definition of bicycles; sound and energy amplification guidelines; and the overnight parking of watercraft.

Mr. Charles moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the updates to the General Use Ordinance as presented, effective August 9, 2022. A voice vote was taken and unanimous aye votes were cast. The motion carried.

Bolcum Road House License Agreement

Ms. Rudow asked the Board to consider renewing the License Agreement for the District owned house at 37W741 Bolcum Road, St. Charles, IL 60175 for one year to Carlos Vinson for a fee of \$650 per month.

Mr. Carne moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the License Agreement for the District owned house at 37W741 Bolcum Road, St. Charles, IL 60175 for one year to Carlos Vinson for a fee of \$650 per month. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Request for Use

Ms. Rudow asked the Board to approve the request from FLOW for the use of Lincoln Park for the purpose of hosting an evening of worship event in the park on September 30, 2022. She also

asked the Board to consider the request from the St. Charles Arts Council for the use of Pottawatomie Park for the purpose of hosting a night of art, food, music and fundraising to benefit the St. Charles Arts Council in the park on Thursday, August 25, 2022.

Mr. Thomson moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the requests for use en gros. A voice vote was taken and the motion passed unanimously.

Correspondence

None

Director's Report

Ms. Cabel reminded the Board to RSVP for the VIP event for the September 1 Fireworks Display. She asked the Board if they were interested in acquiring the big "Blue Goose" weather vane that currently sits atop the old Blue Goose Supermarket to be used as a sculpture. The Board responded that they would like to hear a proposal. Ms. Cabel said that Ms. Rudow is working on an OSLAD Grant application and will bring a resolution allowing the application for approval at the next Board meeting. She asked the Board if Wednesday afternoon, October 5, would work for the fall Capital Workshop. She stated that the City of St. Charles is hosting public input sessions on its Strategic Plan and that there is an interactive map on the website on which the public can leave comments. Lastly, Ms. Cabel informed the Commissioners that the compensation update has been completed and the plan is to review with the board updated ranges for each job grade as part of the annual budget process.

Commissioner Comments

Mr. Carne: Mr. Carne donated a book called The Carbon Almanac for the Green Team to study how much an impact each person has on the environment. He complimented the staff who ran the last Concerts in the Park, specifically stating that they did a great job answering questions from the public. He also complimented the umpires at Sportsplex games. He wondered how the District might incentivize teams to stay at District's venues instead of going to venues where alcohol is served.

Brian Charles: Mr. Charles asked if Dennis O'Brien has ever been considered for a Concerts in the Park as he has a strong local following. Mr. Kies said staff views audition tapes.

Steve Ward: Mr. Ward asked if the District had thoughts on the old police station redevelopment.

Karrsten Goettel: No comments

Bob Thomson: No comments

Executive Session

Mr. Carne 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(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; 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: Carne, Charles, Thomson, Ward and Goettel. Nay: none. The motion carried. At 8:18 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Melissa Caine left the meeting at 8:18 p.m.

The Board returned to Open Session at 9:07 p.m.

Other Business

Mr. Thomson moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners uphold the termination of employee #750426 who had appealed their termination. A roll call vote was taken. Aye: Carne, Charles, Thomson, Ward and Goettel. Nay: none. The motion carried.

Adjournment of Meeting

Mr. Carne moved and Ms. Thomson 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 9:08 p.m.


Secretary

Date Approved: August 23, 2022