



**ST. CHARLES PARK DISTRICT BOARD MEETING**

**Pottawatomie Community Center**

**August 23, 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 23, 2022. At 6:33 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, 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, Information Technology Manager Jeff Essig, Public Relations & Marketing Manager Erika Young, Pottawatomie Golf Course Manager and PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

**Other staff present:** Jennifer Bruggeman, Joe Data & Abigail Fleming

**Guests present:** John and Roxie Remitz

**Consent Agenda**

Mr. Cooke moved and Ms. McCarthy 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 August 9, 2022
- Approval of Bills as of July 31, 2022

	<u>Amounts</u>
Accounts	
Corporate Fund	\$ 306,546.02
Recreation Fund	\$ 88,458.48
Liability Insurance	\$ 134,676.83
Special Recreation	\$ 192,908.00
Revenue Facilities	\$ 173,677.87
Norris Rec Center	\$ 32,792.66
Sportsplex	\$ 7,979.43
Capital	\$ 81,998.74
<b>TOTAL</b>	<b>\$ 1,019,038.03</b>

- Approval of Cash and Investment Report as of July 31, 2022
- Approval of Revenue Expense Reports as of July 31, 2022

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

### **Public Appearances**

Staff introduced two new full-time employees, Mechanic Joe Data and Recreation Supervisor of Teens/Tweens Abigail Fleming. Ms. Rudow shared Joe's experience as a mechanic and the many different skills he brings to the fleet mechanic position. She also shared that Joe recently was driving down Randall Road in a park district truck when he noticed a biker laying on the bike path bridge, obviously in need of assistance. He pulled over and helped the gentleman who had serious injuries. EMS told the man's wife that it was a park district employee who called 911 and assisted the man. The wife called the park district to say thank you for his act of kindness. The Commissioners and staff applauded Joe for his selfless act!

Ms. Bruggeman attended the meeting to introduce Abigail Fleming, the new Teen/Tween Programs Supervisor. However, before she did, Mr. Kies said a few nice words of thanks to Ms. Bruggeman for her seven years of service, as she will be leaving the District to pursue a new career. Ms. Bruggeman introduced Ms. Fleming, who recently graduated with a teaching degree and was the teen camp coordinator this summer. The Commissioners welcomed Abigail and wished Ms. Bruggeman well.

*Jennifer Bruggeman and Abigail Fleming left the meeting at 6:36 p.m.*

Roxie Remitz introduced herself and her son John to the Board and staff. She came to thank the park district, in particular PGC Manager Ron Skubisz, for his help in getting her son, an Illinois Special Olympian, a regular tee time at the golf course to practice. He is going to the state championships on September 10 and the Commissioners wished him the best of luck.

*Roxie and John Remitz left the meeting at 6:40 p.m.*

### **Administration and Finance**

#### **Auditing Services**

Ms. Camm asked the Board to consider a three-year agreement for auditing services with Lauterbach & Amen, LLP. The business department staff has been very satisfied with their work in the past. The cost for the services would remain the same for the 2022 audit as the 2021 (\$21,500) and will increase by \$600 the following two years.

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the three-year agreement for auditing services with Lauterbach & Amen, LLP for \$21,500, \$22,100 and \$22,700 for the 2022 through 2024 audits. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

### **Recreation**

#### **Attendance at NAEYC Conference**

Staff requested Board approval for Kara Guizzetti-Reif, Early Childhood, Preschool and Day Camp Supervisor, to attend the NAEYC 2022 Annual Conference in Washington, DC on November 16-19. This is a 2022 budgeted expense.

Mr. Thomson moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve Kara Guizzetti-Reif's attendance at the NAEYC 2022 Annual Conference in Washington, DC on November 16-19, 2022. A voice vote was taken and the motion passed unanimously.

#### Monthly Usage Report

Mr. Kies shared the July usage reports for River View Miniature Golf, Paddlewheel Riverboats, Swanson Pool and Otter Cove. At RVMG, Peek Add-ons are up over last July by 190 rounds and concessions and boat rentals remain strong. The Riverboats public cruise ridership per cruise is up and private charters are up 33% over July 2021. Both aquatic facilities saw increased pass sales and pass usage over 2021. At Otter Cove, concession sales and cabana rentals are higher than in years past.

#### Parks, Planning, and Facilities

##### Illinois Department of Juvenile Justice Concept Plan

At the Board's request, Ms. Rudow presented a preliminary concept plan to add amenities to the leased property on Route 38, including a parking lot, disc golf and trails. She shared a cost estimate with the Board for each of these amenities, ranging from \$427,000 with mulched trails to \$563,000 with ag lime trails. Commissioners asked questions regarding the type of disc golf course that might be put in, whether the trails would be accessible and whether IDJJ needs to approve the plan. Ms. Rudow shared that there will be community input on the disc golf course and that the cost estimate includes professional services to develop the course. The Commissioners agreed that this plan should be part of the 2023 Capital plan that will be presented at the Fall Capital Workshop in October.

##### Grant Update

Ms. Rudow reviewed the status of current grant contracts. The current LWCF grant for \$483,000 for the purchase of the Union Pacific Railroad extension expires in September 2022. The District will submit a letter asking for an extension to allow more time for negotiations with the UPRR and the other agencies that the District is working with to acquire the property. The RFQ for the Primrose Farm Ag Lab, partially funded by the Illinois Museum Grant for \$750,000, will be made public on September 1. Upcoming grant applications include an Illinois Tourism Grant for the lighting of trees at Pottawatomie Park or Delnor Woods. A RTP grant will be submitted for improvement of Otter Creek Wetland trails. The FY2024 PARC grant will be submitted to offset the costs of the renovations to Pottawatomie Community Center. Staff plans to submit the FY2024 OSLAD grant application for improvements at East Side Sports Complex.

##### Resolution 2022-08-02: OSLAD Grant Program Resolution of Authorization

Ms. Rudow shared the current site map of Primrose Farm Park and the preliminary plans for its redevelopment. She said that community input has already been planned and shared the advertisement that is on social media and the District's website to solicit feedback from the community. The community is invited to a master plan meeting on Wednesday, August 31<sup>st</sup> at Sportsplex. The preliminary concept plan will be presented for community input on the type of amenities they would like to see. Community input will also be sought through social media and the website.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Resolution 2022-08-02 authorizing the application for the IDNR FY2023 OSLAD Grant for the purpose of renovating and adding new recreation amenities at Primrose Farm Park. A voice vote was taken and the motion passed unanimously.

#### Alternates for Kehoe Park Renovation Project

Ms. Rudow reminded the Board that at the August 9, 2022 Board meeting, Commissioners approved the contract with M/M Peters for the Kehoe and Red Gate Park Renovation project for \$222,802.98 for the installation of materials. She asked the Board is asked to consider two alternates for the project: Alternate 1 is for the installation of poured-in place surface under the swings at Kehoe Park for \$36,341.42 and Alternate 2 is for additional drainage at Kehoe Park for \$1,000.

Mr. Charles moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Alternate 1 for the installation of poured-in place surface under the swings at Kehoe Park for \$36,341.42 and Alternate 2 for additional drainage at Kehoe Park for \$1,000. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

#### Purchase of Playground Equipment for Kehoe Park and Red Gate Park

Ms. Rudow asked the Board to consider the purchase of playground equipment and site furniture for the Kehoe & Red Gate Park Renovation project. The cost of the equipment and furniture is \$202,000.20 and will be purchased directly from the manufacturer, Burke of Fond du Lac, WI.

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the purchase of playground equipment and furniture from Burke of Fond du Lac, WI for \$202,000.20. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

#### Monthly Usage Report

Mr. Skubisz shared the July usage reports for Pottawatomie Golf Course and the course continues to be well visited. July was another great month at the golf course with 5,932 rounds played, which is above the five-year average, and an average of 191 players per day. Mr. Skubisz said that the usage at PGC reinforces his belief that the growth of golf is solid. Cart rental revenues are above the five-year average. Mr. Skubisz attributes the large number of punch cards sold in July to the women's league players.

#### Request for Use

Ms. Rudow asked the Board to approve the request for use of Mt. St. Mary Park by Dick Pond Athletics for the purpose of hosting their 2-person relay / fundraising event on Saturday October 22, 2022.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the request for use of Mt. St. Mary Park by Dick Pond Athletics for the purpose of hosting their 2-person relay / fundraising event on Saturday October 22, 2022. A voice vote was taken and the motion passed unanimously.

**Special Reports**

Fox Valley Recreation Association

Mr. Thomson said he attended the Beach Party Bingo fundraiser last Friday night and it was a great success, even if he didn't win any prizes!

St. Charles History Museum

Mr. Carne said there hasn't been a meeting but an email from Lindsay Judd, Director, praised the Park District staff for a great summer with camp field trips to the museum.

St. Charles Park Foundation

No report.

St. Charles Arts Council

Ms. Cabel said that the SCAC is hosting its annual fundraiser at Pottawatomie Park Pavilion this Thursday evening.

St. Charles Business Alliance

Ms. Cabel reported that the SCBA is busy preparing for the Jazz Weekend September 9-11. The District is working with them to provide jazz performances in Mt. St. Mary Park during the Sip N Stroll on September 10. The Norris Cultural Arts Center will host a performance at Baker Community Center that weekend also.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy encouraged the Commissioners to participate in the September 17<sup>th</sup> River Clean Up. The Daffodil Bulb Planting project will take place on October 15.

Baker Community Center

No report

**Correspondence**

None

**Director's Report**

Ms. Cabel shared a couple of different publications that featured articles about the St. Charles Park District. She provided each Commissioner with a copy of the fall activity guide and encouraged Commissioners to participate in the Sip N Stroll event on September 10. She reminded them about the upcoming September 1<sup>st</sup> event with Fireworks and praised Mike Kies and his team for organizing this event. She also invited them to the Primrose Farm Park master planning meeting next Wednesday, August 31<sup>st</sup> at 6:00 pm at Sportsplex. Ms. Cabel added that she will be out of the office on Friday, August 26<sup>th</sup> and Ms. Rudow will be available for any issues that might arise.

**Commissioner Comments**

**Bob Carne:** Mr. Carne complimented Ms. Bruggeman for her contributions to the Park District. He also thanked Mr. Kies and his staff for being very responsive to allowing the family of Kevin White to use the field at ESSC for his celebration of life, as Kevin's name is on the plaque on the backstop for being part of the St. Charles North's championship baseball team.

**Brian Charles:** No comments

**Jim Cooke:** No comments

**Peggy McCarthy:** Ms. McCarthy said her son and his friends played several foursomes at Pottawatomie Golf Course and had many compliments regarding the beauty of the course and the friendliness of the staff.

**Bob Thomson:** Mr. Thomson shared that the Friends of the Fox River is hosting a "Dam Night Out" at Two Brothers Roundhouse about the ecology of the Fox River and how the dams affect the river.

**Steve Ward:** Mr. Ward said his friend and two young sons played the 9-hole disc golf course recently and raved about the course.

**Karrsten Goettel:** No comments

**Executive Session**

Mr. Cooke moved and Mr. Carne 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)(11): litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried. At 7:31 p.m. the Board temporarily adjourned to proceed to the Executive Session.

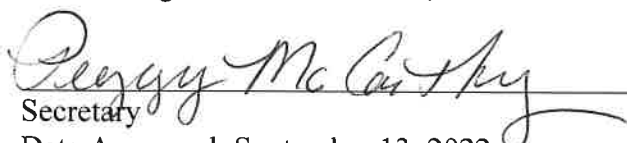
*Erika Young and Joe Data left the meeting at 7:31 p.m.*

The Board returned to Open Session at 7:42 p.m.

**Other Business****Adjournment of Meeting**

Mr. Carne 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 7:43 p.m.

  
Secretary  
Date Approved: September 13, 2022