



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

September 27, 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 September 27, 2022. At 6:32 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:

Guests present: Susan Liechti, Stewart Liechti, Peter Ball, Connie Kurr, Trudy Nichol and John Rabchuk

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 September 13, 2022
- Approval of Bills as of August 31, 2022

	<u>Amounts</u>
Accounts	
Corporate Fund	\$ 121,564.36
Recreation Fund	\$ 89,292.09
Audit	\$ 2,780.00
Liability Insurance	\$ 522.50
Special Recreation	\$ 2,567.65
Revenue Facilities	\$ 143,313.38
Norris Rec Center	\$ 152,606.47
Sportsplex	\$ 7,762.23
Capital	\$ 520,643.65
<hr/> TOTAL	<hr/> \$ 1,041,052.33

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

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

Public Appearances

Members of the Kiwanis Club of St. Charles presented a \$10,000 check to the Board of Commissioners to be used for the purchase of a sensory feature in Kehoe Park.

Erika Young, Susan Liechti, Stewart Liechti, Peter Ball, Connie Kurr and Trudy Nichol left the meeting at 6:37 p.m.

Administration and Finance

River Corridor of St. Charles Foundation

Mr. John Rabchuk of the River Corridor Foundation (RCF) spoke to Commissioners and staff about its next plans. The River Corridor would like to move forward with its Active River Project, specifically focused on the east side of the Fox River between the Illinois Street bridge and the pedestrian bridge to the south. He outlined the next steps to see the project to fruition, including: formation of an advisory committee of the RCF, Park Board and City representatives to define priority concepts; contract with engineering firm to develop 2-3 detail concept plans with construction cost estimates; plan selection with approval of City and Park District; RCF solicits grants/funding for detailed engineering and construction estimate for chosen plan; and RCF solicits grants/funding for construction. The Commissioners agreed that District staff and two Board members should be a part of the advisory committee. Bob Carne and Steve Ward volunteered to be on the advisory committee. The Commissioners thanked Mr. Rabchuk and the RCF for its efforts in moving the Active River Project's vision forward.

John Rabchuk left the meeting at 6:53 p.m.

Proposed Rate Increases for FY2023

Ms. Camm shared the proposed rate increases for 2023, effective January 1, 2023. Ms. Camm noted that rates at many facilities have not been raised in several years and that the increases are needed to cover increases in the minimum wage and operational expenses. Mr. Thomson asked about the total cost of the minimum wage increases. Ms. Camm also shared the Facility Hours schedule with the Commissioners that indicates that there will not be any significant changes to facility hours in 2023.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the proposed rate increases for 2023 as presented. A voice vote was taken and the motion passed unanimously.

Compensation Survey, Employee Classification and Proposed Pay Ranges for 2023

Ms. Camm shared a recommended schedule of part-time and seasonal wages for 2023 that reflect the minimum wage increase in 2023. She then shared the full-time salary classification system for the Commissioners to review. This system shows the ranges for each employee grade and was

modified based on the recent salary survey conducted by GovHR. Staff is confident that the salary ranges reflected in the system are necessary to remain competitive to retain current staff and to attract quality candidates when there are job openings. Commissioners had a variety of questions regarding how the pay increases would be offset, which positions are eligible for IMRF and when the raises would go into effect. Mr. Carne said the District needs to think about long term financial impact of pay increases on residents. He also suggested that the District should put into public record when positions are eliminated so that the community is made aware of the District's fiscal responsibility. Ms. Cabel responded that she and the superintendents actively review workloads and as vacancies occur, staff evaluates how the position might be altered to meet the changing needs of the District. She reiterated that the salary ranges need to be competitive so that highly qualified staff are attracted to employment at the St. Charles Park District to maintain the quality of services the community demands.

Mr. Charles moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the proposed pay ranges for 2023 as presented. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Recreation

Athletic Business Conference Attendance Change

Staff requested Board approval for TC Hull to attend the Athletic Business Conference in place of Melissa Caine, November 16-20, 2022 in Orlando, FL. This is a 2022 budgeted expense.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve TC Hull's attendance at the Athletic Business Conference in Orlando, FL on November 16-20, 2022, in place of Melissa Caine. A voice vote was taken and the motion passed unanimously.

Monthly Usage Report

Mr. Kies shared the August usage reports for River View Miniature Golf, Paddlewheel Riverboats, Swanson Pool and Otter Cove. Total rounds year-to-date at RVMG exceeded 2021 by 1,600. Of note are the total of "Peek Add-On's" which have almost tripled. 35% of Riverboat cruises were sold out and the demand for private charters has increased by almost 35%. Mr. Ward asked about the demographic of those renting private charters and if the district is marketing to them. Mr. Carne asked how the Partnership & Sponsorship Supervisor is involved in getting sponsors for the charters. Mr. Kies shared that at both Swanson and Otter Cove, patrons are seeing the value of the passes. At Swanson, the passes scanned in 2022 are double those in 2021 and total number of people using Swanson is 28% higher than pre-Covid 2019. At Otter Cove, total usage year-to-date is 27% higher than 2021 and 7% higher than 2019. Both facilities concession sales have been robust and are a value to the patrons. Mr. Kies ended his report by sharing the Back to School party at Otter Cove on August 4th was a fun way for 200 patrons to end the summer. Mr. Carne suggested the District publish a press release regarding pool usage.

Parks, Planning, and Facilities

Baker Field Park Improvements Bid Rejection

Ms. Rudow explained that per the 2022 Capital Plan, bids were solicited for the Baker Field Park Improvements Project and opened on Wednesday, September 7, 2022. There was one bidder and she recommends that the Board consider rejecting the bid from D&J Landscape, Inc. in the amount of \$186,393.60 due to their performance on past projects. Mr. Goettel asked what happens next if the bid is rejected and Ms. Rudow said that it will go out for bid again. Mr. Ward asked if any equipment has been ordered for the project and Ms. Rudow said no.

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners rejects the bid from D&J Landscape, Inc. in the amount of \$186,393.60. 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 August usage reports for Pottawatomie Golf Course. Total rounds were down 5% from August 2021 and 2% from five-year average; rain impacted two weekend days this August. Paid rounds were down nearly 24% in August while punch card rounds and passholder rounds were up 13%. Golf cart rounds were down 12% but only 7% below 5-year average. Punch card sales, fueled by leagues and outings, were 8% above August 2021 and 8% above 5-year average. Golf usage rate was above 60% for the third consecutive month. The cost of the golf simulator, purchased in 2020, has recaptured 77% of its cost. Mr. Ward asked why there was a drop in Golf Now rounds and Mr. Skubisz that there are not a lot of rounds available due to the pass and punch card holders making reservations. Mr. Carne inquired about the concession sales and Mr. Skubisz said they are about 30% higher than last year.

Special Reports

Fox Valley Recreation Association

Mr. Thomson said that FVSRA's audit came back clean. FVSRA is doing a salary survey. FVSRA has determined that there will be a 3% contribution in 2023 from each member agency based on respective EAV. That would amount to roughly \$385,000 from the SCPD to FVSRA. The Beach Party Bingo was a success and exceeded expectations in terms of donations.

St. Charles History Museum

Mr. Carne shared that the Museum will be hosting a Grave Reminders Cemetery Walk on October 15 and Mr. Kies added that program is co-sponsored by the Park District.

St. Charles Park Foundation

Mr. Cooke shared that the Foundation had a meeting last week and they are planning some small restaurant fundraisers.

St. Charles Arts Council

Ms. Cabel shared that the Party in the Park, held in Pottawatomie Park Pavilion, raised \$12,000 for future projects. An upcoming fundraiser will be Art of Dessert.

St. Charles Business Alliance

Ms. Cabel shared that the SCBA is putting the final touches on Scarecrow Weekend, October 7-9. There will be family friendly performers in Lincoln Park which is designated as the family zone and

scarecrows will be spread throughout downtown. Jazz Weekend in September was a success and the District partnered its Sip N Stroll with the weekend.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy praised John Rabchuk's efforts on the RCF.

Baker Community Center

No report

Correspondence

Representative Dan Ugaste sent a note of congratulations to the SCPD for winning the IAPD's Intergovernmental Cooperation award for its seed program.

Director's Report

Ms. Cabel asked if any of the Board members would like to attend the IAPD Best of the Best Gala on October 14 to accept the award.

She reminded the Board about the October 5 Capital Workshop and said Mr. Carne and Mr. Ward will not be able to attend.

Ms. Cabel said that the City has its Bike and Pedestrian Path plans on its website for community members to make comment on the interactive site and encouraged the Commissioners to submit their ideas.

Ms. Cabel recapped the experiences she, Ms. Rudow and Mr. Kies had at the NRPA Conference last week. They were able to meet with vendors and also attended several informative sessions.

Ms. Cabel said that the local philanthropic group, Big Hearts Fox Valley, has reached out for permission to put large heart signs in Baker and Lincoln Parks and if PCC lobby can be a donation for its toy drive in October. Commissioners agreed these were good ideas.

Commissioner Comments

Bob Carne: Mr. Carne said there was a recent article in the Washington Post regarding the explosive popularity of pickleball. He wondered if portable lights are an option at James O. Breen pickleball courts and if the capital plan includes a court renovation and addition of lights at ESSC. He also asked if there was any follow up to his previous suggestion to have a park named after John Baird. Staff responded that there has been some discussion with the school district but nothing has been decided yet. Mr. Carne praised Rob Skubisz for the successful high school days at the golf course. He also congratulated Brian Charles's daughter, Emily, for winning Kane County Preps Athlete of the Week. Emily is a senior at St. Charles East on the varsity golf team. Mr. Carne shared that he recently visited Prairie Centre, the Shodeen Development on Prairie Street, and wondered if residents feel isolated from the rest of the community. Ms. Cabel said new residents receive the District's welcome letter that highlights facilities, but it will be a few more years until the District receives land from Shodeen to develop a park there for Prairie Centre residents. Ms. Rudow added that she lived in the development for one year and said there is a strong sense of community there and that its amenities are free, which makes it unlikely that some of the District's

amenities would be attractive. Mr. Carne said that he read that Brussels has a program where doctors prescribed free admissions to museums and other attractions that will support mental health and a healthy lifestyle. He suggested that the District work with Delnor and other health providers to develop a similar program. His final remarks included praising the Park District Board and groups like the Kiwanis that make St. Charles great and thought a press release about the Kiwanis donation would help promote their group to attract new members. He also praised John Rabchuk's efforts on the River Corridor Foundation.

Brian Charles: Mr. Charles commented on the fairly quick renovation of the golf course pro shop at Phillips Park that included a three-season room.

Jim Cooke: No comments

Peggy McCarthy: Ms. McCarthy said that the pickleball tournament on Sunday was a lot of fun and praised staff for their hard work. She suggested that a pickleball pass would be a great idea. She also mentioned that as she has canvassed the community, she has heard a lot of praise and compliments regarding the Park District.

Bob Thomson: Mr. Thomson said that at the FVSRA meeting that morning other park district's are feeling pressure related to the overwhelming popularity of pickleball.

Steve Ward: Mr. Ward asked if there was any follow-up with the City about their plans for the redevelopment of the old police station property and that it was very important to stay on top of what's happening there. He also added that when he was reviewing expenditures, he noticed that a lot of spending occurs outside of the park district. For example, Sam's Club is not in St. Charles, but Costco is. He also mentioned he knows people at the local Target that would like to work with the District to donate supplies. Ms. Cabel and Mr. Kies commented that there are many factors that go into where staff make purchases, but they are working on trying to keep as much purchasing as possible local. Mr. Carne added that purchasing from Amazon is a habit.

Karrsten Goettel: No comments

Executive Session

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners temporarily adjourn to a closed session for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2(c)(21): discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; 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, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried. At 8:09 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Jeff Essig left the meeting at 8:09 p.m.

The Board returned to Open Session at 8:38 p.m.

Other Business

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners that the need for confidentiality of the Executive Session minutes from March 22, 2022 to September 13, 2022 still exists. A unanimous voice vote was cast and the motion carried.

Adjournment of Meeting

Mr. Cooke moved and Ms. McCarthy seconded that the meeting be adjourned. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

There being no further business, President Goettel adjourned the meeting at 8:39 p.m.


Secretary

Date Approved: October 11, 2022