



**ST. CHARLES PARK DISTRICT
Capital Workshop / Special Board Meeting
Hickory Knolls Discovery Center
October 5, 2022 1 pm - 4 pm
MINUTES**

Call to Order

The St. Charles Park District Board met for a Special Meeting at Hickory Knolls Discovery Center on October 5, 2022. President Karrsten Goettel called the meeting to order at 1:03 p.m.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Brian Charles (arrived 1:06 pm), Jim Cooke, Karrsten Goettel, Peggy McCarthy and Bob Thomson

Commissioners absent: Bob Carne and Steve Ward

Administrative staff present:

Director of Parks and Recreation Holly Cabel

Superintendent of Parks and Planning, Deputy Director Laura Rudow

Superintendent of Recreation Mike Kies

Information Technology Manager Jeff Essig

Pottawatomie Golf Course Manager & PGA Pro Ron Skubisz

Public Relations & Marketing Manager Erika Young

Administrative Assistant to Director Jenny Santos

Other staff present:

Accounting Manager Ashlee Wallace

Guests present:

Public Appearances: None

Business Items

Mr. Cooke motioned and Ms. McCarthy seconded that the St. Charles Board of Commissioners approve the purchase of a Ford F-550 cab & chassis from the lowest responsible bidder, Hawk Ford of St. Charles, IL, for a total of \$68,867.60. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Thomson and Goettel. Nay: none. The motion carried.

Capital Projects

Ms. Cabel began the workshop by reviewing the alignment between projects to be discussed with the following resources used to plan & revise the long-range Capital plan. These resources include:

- Comprehensive Master Plan Schedule of Projects
- 2021 Community Survey
- Indoor Space Study
- Replacement Plan
- Land Cash

- ADA Transition Plan

Ms. Rudow reviewed the projects identified in the CMP for 2023, including Primrose Farm Park and the 88 acres leased from the Illinois Department of Juvenile Justice (IDJJ). Ms. Cabel reviewed the quadrant analysis from the 2021 Community Survey that indicates projects like the IDJJ development, ESSC Restroom & Concession Stand, UPRR land acquisition and the Historic Pavilion at Pottawatomie Park will meet some of the identified priorities of the community.

Mr. Kies then reviewed the priorities identified in the Indoor Space Study, including District-wide facility branding, Hickory Knolls Discover Center updates and Primrose Farm renovations, including replacing the roofs on the buildings and the building of the Agricultural Education Center. Ms. Rudow then shared examples of Phase I findings from the ADA audit completed last year and how they will be addressed into respective projects.

Ms. Rudow then reminded the Board that they recently approved putting spending \$560,000 on the IDJJ property for which the District renewed a 5-year +5-year lease agreement on July 1, 2022. The project will include building of an entry off Route 38, a parking lot, 18-hole disc golf course and trails. Mr. Cooke asked that staff propose a name for the project other than IDJJ.

A lengthy discussion followed regarding the Hickory Knolls Discovery Center Refresh project. Mr. Kies and Ms. Rudow reviewed where the Board & staff left off at the Spring Capital workshop regarding the indoor and outdoor elements of HKDC. Given that a private partnership to develop the high ropes outdoor adventure has not come to fruition, the staff went back to the goal of the project which has always been to drive people to the building for multiple uses. Current challenges for using the building are the parking lot (not enough spaces for large event parking), the front desk's inconvenient placement, the biggest space (the high-ceilinged room) doesn't generate any revenue and the Twin Leaf Rooms are not aesthetically pleasing for events like weddings and showers. Ms. Rudow would like to see the District address these issues but not until it is clear what amenities will drive multiple visits to the facility. Additionally, it is unclear what impact the Primrose Farm Agricultural Center will have on nature programs in general. Given the variety of unknowns, the staff feels hesitant to recommend a concept plan for the refresh. Several Commissioners provided ideas on how to use the 11,000 square feet of indoor space. In the end, the Board asked the staff to come back with a new proposal on what it would cost to renovate one half of the Twin Leaf rooms into a space to expand the preschool program, as it currently has a waitlist.

Moving on to Otter Cove Splash Park, Mr. Kies shared three key reasons for moving the project forward are maintenance issues (aged out flooring, pumps, splash amenities), negative guest experiences and the cost benefit of replacement over maintenance at this point in the life of a lot of the equipment. The public will be given opportunities to provide input on the plans and construction will begin at the end of the 2023 aquatic season.

Ms. Rudow shared the updated timeline for constructing the addition to the Historic Pavilion at Pottawatomie Park. The project will be put out for bid in the early spring of 2023 for construction to begin in Fall of 2023 for the cost of \$350,000 and funded by a generous anonymous donor. She then told the Commissioners that the RFQ for the ESSC Restrooms & Concession Stand will go out in a week, from which staff will select a firm to recommend to the Board at the December 13 meeting. Construction is planned for Fall 2023.

Ms. Rudow shared that as directed by the Board at the spring capital workshop, the staff recently submitted an OSLAD grant for renovations at Primrose Farm Park. If awarded the grant, professional services are planned for 2023 and construction for 2024.

Ms. Cabel updated the Board on the acquisition of the United Pacific Railroad property. The deadline to use the LWCF grant money (\$473,000) to purchase the land has been extended to October 2023. If the acquisition, which has been delayed for a number of years does not occur by then, it is unlikely the District would get a third extension of this grant. At this time the UPRR has until February of 2023 before discussions regarding acquisition can resume.

Ms. Rudow shared an updated timeline on the Primrose Agricultural Center. The RFQ's are due on Friday, October 7th and staff will spend a week reviewing them before conducting interviews. Once a firm is selected and approved by the Board, professional services will begin in early 2023 so that construction can begin next year, with completion in 2024. The Ag Center will allow for year-round programming and include offices for staff and flushable restrooms.

Ms. Cabel reviewed the Revised Future Large Projects chart that includes projects just discussed to show an overview of the timeline for each project. Ms. Rudow shared a slide that explained how the projects aligned with current and future grant opportunities.

2023 Budget

Ms. Cabel shared the 2023 Capital Plan budget. Ms. Rudow highlighted eight smaller projects not discussed earlier but are still a significant cost, including: an asphalt trail around Cranston Meadows Park; planning concepts to update Fox Chase Park; an improved sound system and new boilers & heat exchangers at OCAP; a new boat rack at Ferson Creek Park; tennis court resurfacing at ESSC; Paddlewheel Boats engine rebuilds; and the roof replacements at Primrose Farm.

Ms. Rudow also shared the 2023 Allowances Back-Up budget that includes allowances for master planning, information technology, asphalt, equipment, vehicles and pavement. Mr. Essig described a project that he has budgeted for which will allow for badge access to certain facilities to reduce the number of keys distributed and thus increase the security of the facilities. Badge access also allows for automated lockdowns if necessary.

Lastly, Ms. Cabel shared a 3-year Capital Plan for 2023-2025 that forecast proposed spending on the projects discussed and future projects.

Evaluate Capital Resources & Finances

Ms. Wallace shared that per Board policy, any fund ending balances that are less than or greater than 25% need a plan. The Fund Balance Policy Plan showed figures based on 12/31/2020. Because the General, Recreation and Revenue Facilities exceeded 25% and thus the Board directed to transfer the funds over three years ending in 2021, 2022 and 2023. Given that the current fund balance plan will expire after FY2023, staff will re-evaluate in Spring 2023. Ms. Wallace shared a historical look at the transfers out of the General Fund since 2017. Staff proposes reducing the 2023 transfer to Capital due to the high fund balance in the Capital Fund caused by delayed projects due to supply chain issue and Covid 19. Ms. Wallace shared the projected ending fund balance in the Land Cash Fund on 12/31/2022 to be \$1,319,048 and \$919,048 on 12/31/2023.

The projected amount available for capital funding in FY2023 is \$10,182,902. This is in part due to large capital projects scheduled for 2022 will be completed in 2023. Ms. Cabel shared the deferred projects that are in process currently and will be completed in next fiscal year.

Mr. Goettel thanked the staff for their hard work in putting together the workshop and asked the staff and Commissioners if they had any thoughts on other projects they'd like to see.

Adjournment of Meeting

There was no further or other business. Mr. Thomson motioned and Mr. Charles seconded to adjourn the meeting. A voice vote was taken and unanimous aye votes were cast. Mr. Goettel adjourned the meeting at 2:58 p.m.


Secretary

Date Approved: October 25, 2022