



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

October 25, 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 October 25, 2022. At 6:36 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, and Peggy McCarthy

Commissioners absent: Bob Thomson and Steve Ward

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, Public Relations & Marketing Manager Erika Young, Pottawatomie Golf Course Manager and PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent of Recreation Katie Miller, Recreation Supervisor Sabrina Hunley and Accounting Manager Ashlee Wallace

Guests present: Ken Celic

Consent Agenda

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

- Approval of Minutes from Capital Workshop on October 5, 2022
- Approval of Minutes from Regular Meeting on October 11, 2022
- Approval of Bills as of September 30, 2022

Account	Amount
CORPORATE FUND	\$ 407,840.75
RECREATIONS FUND	\$ 150,904.30
LIABILITY INSURANCE	\$ 980.00
SPECIAL RECREATION	\$ 5,109.27
REVENUE FACILITIES	\$ 141,447.21
NORRIS REC CENTER	\$ 14,268.86
SPORTSPLEX	\$ 15,965.19
CAPITAL	\$ 112,887.39
Total	\$ 849,402.97

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

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

Public Appearances

None

Administration and Finance

Tentative Amended 2022 Budget and Appropriation Ordinance

Ms. Camm asked the Board to adopt the FY 2022 Amended Budget & Appropriation Ordinance in tentative form. This BAO will be available for public review for 30 days as required by Illinois Park District Code and the final version will be presented for approval at the December 13th meeting. She explained that the 2022 Budget needed to be amended to reflect increase in salaries and wages in the Recreation Fund, all Revenue Facilities (including Sportsplex) and the impact those increases have on the FICA fund. Additionally, increased costs for contractual services across funds as well as the increased need for inclusion services impacted the 2022 budget.

2023 Budget Presentation

Ms. Camm presented the proposed budget for fiscal year 2023 for all funds, excluding capital. The Commissioners received the proposed budget for preview on October 21. Ms. Camm reviewed revenue and expenses for each fund as well as the significant changes in the budget for each fund. The biggest impacts on the 2023 budget are employee wages (minimum wage increases and current employment market), natural gas prices, supply costs and increased participation in camps and after-school care programs.

Tentative Budget and Appropriation Ordinance

Ms. Camm present the FY 2023 Budget & Appropriation Ordinance in tentative form. This BAO will be available for public review for 30 days as required by Illinois Park District Code and the final version will be presented for approval at the December 13th meeting.

Fox Valley Special Recreation Association Member Agency Contribution

Ms. Camm shared FVSRA proposal of a 3% increase from \$2,080,800 to \$2,143,222 in Member Agency Contributions. The Park District's portion of \$393,072 represents an increase of less than 1.88% due to changes in other member agencies Equalized Assessed Valuations.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the FVSRA agency contribution of \$393,072 in 2023. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy and Goettel. Nay: none. The motion carried.

Resolution on Credentials for Illinois Association of Park District's Annual Business Meeting

Ms. Cabel requested that the Board pass a resolution on Credentials to designate delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts to be held on Saturday,

January 28, 2023, at 3:30 pm. The Commissioners discussed who is available to attend this meeting and both Mr. Charles and Mr. Goettel offered to represent the District.

Mr. Carne motioned and Mr. Cooke seconded the St. Charles Park District Board of Commissioners approve the resolution on Credentials for the IAPD's Annual Business Meeting designating Steve Ward as the delegate, Brian Charles and Karrsten Goettel as alternates and have a staff member listed a 3rd alternate. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried.

Sculpture Donation

Ms. Young introduced Ken Celic, who, along with his wife Sharon, has come forward to purchase the sculpture *Yoga* by Pokey Park to donate for permanent display in Mt. St. Mary Park. Ms. Young shared a picture of the proposed location of the sculpture within the park, which is near the large playground. Mr. Celic added that he and his wife love the whimsical nature of the sculpture and feel that placing it near the playground will ensure it is viewed by the thousands of children who play there each year. Mr. Goettel, on behalf of the Board, thanked Mr. Celic for the generous donation.

Recreation

River View Miniature Golf End-of-Year Review

Mr. Kies introduced Assistant Superintendent of Recreation Katie Miller and Recreation Supervisor Sabrina Hunley. Ms. Hunley supervises River View Miniature Golf and presented an overview of the 2022 season. The 2022 season was very successful and highlights include:

- Total Rounds Played: 20,856 (12% more than 2021)—cross promotions on Peek software tripled over 2021 sales
- Concession Items Sold: 22,047 –raised prices on some concessions due to increase cost
- Boat Rental Usage: 1,568 (7% higher usage than 2021)
- 15 part-time staff worked at RVMG; 60% of them were returning staff
- Cross-promotional events between RVMG and Riverboats drove 45 new guests to RVMG
- Brought in 676 new guests to mini golf by offering a \$5 discounted admission add-on ticket to the Riverboat tickets
- New Mini-Golf events included: a Dash4Cash event in collaboration with the St. Charles Canoe and Kayak Club's spring race; Stanley's Park Pursuit that attracted 84 new customers; and Ghoulish Golf extended the season by 2 weeks bringing in over 400 more customers.
- Operational improvements included: purchased & introduced new mascot Stanley the Frog; removed & resurfaced the gazebo's roof; bought new concessions equipment to deliver food more quickly and safely; and installed four new service windows to enhance customer service.

Ms. Hunley added that planned projects in 2023 include redesigning and evaluating incentive structure to motivate staff to increase sales and to continue to enhance and grow new events.

Mr. Carne suggested that RVMG give free passes to kids playing in ball tournaments within the district. Mr. Cooke responded by suggesting that to avoid reaching capacity with non-paying passes, maybe offer passes for non-peak times. Mr. Carne asked what Ms. Hunley's "one ask of

the Board” would be and she said a whole course renovation. Mr. Carne then asked if building a mini-golf course at James O. Breen Community Park is still for consideration. The Board thanked Ms. Hunley for her hard work and great season.

Katie Miller and Sabrina Hunley left the meeting at 7:32 p.m.

Parks, Planning, and Facilities

Capital Equipment Purchase

Ms. Rudow explained that per the 2022 Capital Equipment Plan, a utility box and lift to be installed on a pickup truck was specified and located through Sourcewell, contract #110410-TIM in the amount of \$80,121 from Versalift. This utility box and lift will be installed on the recently purchased Ford F-550.

Mr. Cooke and Ms. McCarthy moved and seconded that the St. Charles Park District Board of Commissioners approve the purchase of the utility box and lift specified through Sourcewell, contract #110410-TIM in the amount of \$80,121 from Versalift. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy and Goettel. Nay: none. The motion carried.

Special Reports

Fox Valley Special Recreation Association

Mr. Skubisz shared that the FVSRA computer system was hacked over the weekend and its IT department is trying to determine the source of the breach. The agency is concerned about its ability to hire and retain staff and are developing policies to attract staff, such as work from home options and flexible scheduling.

St. Charles History Museum

Mr. Carne mentioned that the program Grave Reminders, cohosted with the Park District, was a great success this year.

St. Charles Park Foundation

No report

St. Charles Arts Council

Ms. Cabel reported that the SCA is currently working on a strategic plan. Its next event is a fundraiser “The Art of Dessert” at the Graceful Ordinary on November 21st.

St. Charles Business Alliance

Ms. Cabel said that the SCBA is busy planning the Holiday Homecoming event and Electric Parade in November.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy said that the daffodil planting at Mt. St. Mary Park was a huge success. Additionally, the RCF is working on plans to improve the east side of the river.

Baker Community Center

No report

Correspondence

None

Director's Report

Ms. Cabel shared the "Best of the Best" award that Ryan Solomon accepted on behalf of the Park District at the recent IAPD Gala. She reminded the Commissioners that the November 22nd Board meeting has been moved to the following week, November 29th to accommodate the Thanksgiving holiday. The monthly facility reports for PGC and the Riverboats will be in the Board's weekly updates until next summer. She shared that the Staff Appreciation event last week—the Pitch, Putt and Pizza golf outing—was a great success with 40 employees participating. She thanked the Wellness Committee and the golf staff for hosting the event. The holiday luncheon is all set for Friday, December 16th, hosted by the Park Board. More information will follow. Cabel asked the Board if they had any questions regarding the information in the last weekly update regarding the meeting with IPBC to discuss a health care cooperative.

Commissioner Comments

Bob Carne: Mr. Carne said thank you to Mr. Ward and Mr. Charles for their participation on the health care committee. He said that health care costs are going to explode and taxpayers will be happy to know that the District is exploring all options to minimize its impact. He said thank you to the Parks department for keeping the parks looking so beautiful. He was at James O. Breen Community Park this weekend and was struck at how clean it was. Mr. Carne suggested that each department have newsletters that are sent to NRC patrons, pickleball players, etc, Ms. Young responded that the District sends many types of electronic newsletters and she will share with board through update or board meeting. Mr. Carne spoke of a neighbor's recent experience playing pickleball at Pottawatomie Community Center and suggested that if there was a way to divide the timing of open play into different levels of players.

Brian Charles: No comments

Jim Cooke: No comments

Peggy McCarthy: Ms. McCarthy said she was in Cincinnati this weekend and participated in a festival of boats that was very cool and suggested the District could look at doing something similar in collaboration with the Arts Council.

Karrsten Goettel: Mr. Goettel commented on how his teen daughter and her friends had a blast this past weekend touring the Ghoulish Homes route. He was very impressed with 40 homes participating and asked about the judging process.

Executive Session

Mr. Cooke moved and Ms. McCarthy 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)(6) & (2): (1) the setting of a price for sale or lease of property owned by the public body; and (2) 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 and Goettel. Nay: none. The motion carried. At 7:54 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Ashlee Wallace, Erika Young and Ken Celic left the meeting at 7:54 p.m.

The Board returned to Open Session at 8:19 p.m.

Other Business

Adjournment of Meeting

Mr. Cooke moved and Mr. Charles seconded that the meeting be adjourned. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried. President Goettel adjourned the meeting at 8:19 p.m.


Secretary

Date Approved: November 8, 2022