



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

December 13, 2022

6:30 p.m.

I. Call to Order

II. Roll Call

III. Consent Agenda*

- A. Approval of Minutes from Regular Meeting on November 29, 2022

IV. Public Appearances

V. Business Items

1. Administration and Finance

a. Smith Physical Therapy Agreement

The Board is asked to consider a license agreement with Smith Physical Therapy + Running Academy, LLC to offer physical therapy and athletic training at Sportsplex for \$36,000 per year beginning 1/1/2023 to 3/31/2025, with the first three months of fees to be abated. Board action is requested.

b. Partnership & Sponsorship Update

Partnership & Sponsorship Supervisor Carina Graham will present an overview of partnership revenue received as well as sponsorships developed through the end of 2022 and provide an update for 2023.

c. Amended Budget and Appropriation Ordinance 2022-12-01 for 2022

Enclosed is the Amended Budget and Appropriation Ordinance 2022-12-01 for fiscal year January 1, 2022 to December 31, 2022. The 2022 Budget was amended to reflect increases in salaries and wages, utility costs, contractual services and materials and supplies. Board action is requested.

d. 2022 Additional Transfer between General Fund and Sportsplex Fund

The 2022 Budget allowed for a \$120,000 transfer from the General Fund to the Sportsplex Fund. Lower than budgeted Sportsplex revenues will not be enough to cover the 2022 debt service payment on the 2018 GO Park Bonds (Alternate Revenue Source) and still allow the Fund to end the year with a surplus. Staff is recommending pledged revenues from the General Fund be used to reimburse Sportsplex for an additional amount not to exceed \$70,000 for a total 2022 transfer not to exceed \$190,000. Board action is requested.

e. Annual Budget and Appropriation Ordinance

It is requested that the Board adopt the enclosed Ordinance 2022-12-02, the Combined Annual Budget and Appropriation Ordinance of the St. Charles Park

* Routine items for one motion, unless separate discussion is requested.

District for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023. Board action is requested.

f. Safety Manual Update

Staff has updated the District’s Safety Manual. Board action is requested.

g. Personnel Practices Policy Manual Addition and Updates

Staff created a new Personnel Practices Policy 2.01 Hiring Procedures to document current practice. Staff also updated the following Personnel Practices: 3.13 Emergency Leave; 4.0 & 4.1 Equal Opportunity Regulations; 4.04 Separation of Employment; 4.05 Pay Periods; 4.06 Meal Periods; and 5.32 Victims’ Economic Security and Safety Act of 2003. Updates were made to align with changes in state statute or to clarify current practices. Board action is requested.

h. 2023 Board Meeting Calendar

Enclosed is the 2023 Board of Commissioners Meeting Calendar. Board action is requested.

i. 2023 District Calendar—Administrative Regulations

Enclosed is the 2023 District Calendar - Administrative Regulations. Board action is requested.

2. Recreation

3. Parks, Planning, and Facilities

j. Architect Selection for the Primrose Farm Agricultural Education Center

A Request for Qualifications for professional services was publicly solicited from architectural firms to design the Primrose Farm Agricultural Education Center. A committee of staff and board reviewed the submittals and interviewed four firms. The Board is asked to consider Demonica Kemper Architects, Chicago, IL to design the new indoor facility at Primrose Farm. Board action is requested.

VI. Director’s Report

VII. Commissioner Comments

Bob Carne
Brian Charles
Jim Cooke
Karrsten Goettel
Peggy McCarthy
Bob Thomson
Steve Ward

VIII. Executive Session

Closed meeting for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2(c)(1): for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

IX. Other Business

X. Adjournment of Meeting