



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

November 8, 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 November 8, 2022. At 6:32 p.m., President Goettel called the meeting to order.

#### Roll Call

Administrative Assistant Jenny Santos called the roll.

**Commissioners present:** Brian Charles, Jim Cooke, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward

**Commissioners absent:** Bob Carne

**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 and Administrative Assistant Jenny Santos

**Other staff present:** Assistant Superintendent Katie Miller, Recreation Supervisor Tera Harvey, Assistant Superintendent Christ Gingrich, Nature Programs Supervisor Emily Shanahan and Manager of Farm Programs & Interpretive Services Alison Jones

**Guests present:**

#### Consent Agenda

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

- Approval of Minutes from Public Hearing #1 on October 25, 2022
- Approval of Minutes from Public Hearing #2 on October 25, 2022
- Approval of Minutes from Meeting on October 25, 2022

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

#### Public Appearances

None

#### Administration and Finance

##### Primrose Farm & Hickory Knolls Updates

Ms. Rudow introduced Emily Shanahan, Nature Programs Supervisor at Hickory Knolls Discovery Center. Ms. Shanahan presented an overview of the programs and events that took place in 2022, including summer camps, school programs, public programs and special events. Highlights of the year included:

- A successful summer of camps over 8 weeks, serving 186 campers in full day camps, 76 campers in half day camps and 42 campers in the parent-tot camp

- School programs served approximately 1,500 kids from schools in West Aurora, Hampshire, Elgin, Batavia and Algonquin
- Other public programs include Nature Playschool, No School Nature Days, Twinleaf Tales (with St. Charles Public Library), Mopsy's Birthday Party, Full Moon Hikes and Campfire Programs
- 5 Special Events over the year include Maple Magic, Flashlight Easter Egg Hunt and Hike, Caravan to Candyland, Woodland Santa and Flashlight Candy Cane Hike, with over 900 participants
- Scout Programs occur 2-3 times per month and there have been over 60 birthday parties at HKDC this year
- The Native Plant Sale was a huge success this year and generated more revenue than in 2021 because the staff learned from the 2021 sale and purchased less to sale and sold out of plants in 2022 instead of having leftover
- Visitors continue to enjoy daily drop-in experiences like Hangin' with Hickory Friends and Feed the Critters

Commissioners thanked Ms. Shanahan for her informative report.

Ms. Rudow then introduced Alison Jones, Manager of Farm Programs & Interpretive Services at Primrose Farm. Ms. Jones presented an overview of the programs and events that took place at the farm in 2022, including Animal Adventures, School Programs, scout groups, Farm Camp, and special fall events. Highlights of the year included:

- Animal Adventures, previously held as "drop-in" classes, shifted to private timeslots with online preregistration required due to COVID-19 have continued in this way due to the popularity and convenience for families...nearly 1000 visitors in the first 10 months of the year
- School programs included Home School Days and served approximately 900 students, 200 more than in 2021.
- Programs for scouts include badge and social offerings, serving approximately 250 scouts, up from 90 in 2021
- Primrose Farm Camps returned after 2-year hiatus due to the pandemic; both full-day and part-day camps ran at almost full capacity for 8 weeks
- Fall events continue to be very successful and include Autumn Hayrides with over 900 people participating over 8 days
- 23 rentals in 2022 included the first wedding held at the farm
- Primrose Farmstand, operated by FulBuschel Farm and Produce, is held twice a week between May and October and is well received by the community
- Primrose farm animals housed and cared for include 60 Columbian Wyandotte chickens, 5 jersey cows, 5 Shropshire sheep, 4 Nigerian dwarf goats, 2 Belgian draft horses, 2 miniature donkeys and 1 barn cat!

The commissioners thanked Ms. Jones for her presentation and efforts at the farm.

*Chris Gingrich, Emily Shanahan and Alison Jones left the meeting at 7:10 p.m.*

IAPD/IPRA Annual Conference Attendance Request

Staff requested that the Board approve attendance of the following employees at the 2022 IAPD/IPRA Soaring to New Heights Conference January 26-28, 2023 in Chicago:

Holly Cabel, Melissa Caine, Cathy Camm, Dan Charak, Rosie Edwards, Abigail Fleming, Jeff Goodrich, Cayla Greenfield, Kara Guizzetti-Reif, Tera Harvey, Sabrina Hunley, Christina Janes, Dave Johnson, Mike Kies, Taylor Krawczyk, TC Hull, Ande Masoncup, Katie Miller, Lara Piner, Dan Procaccio, Laura Rudow, Jenny Santos, Tim Timberlake, Lynne Yuill and Alex Weidner.

Not everyone will attend all days of the conference. This is a budgeted expense.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve attendance of the employees listed above to the IAPD/IPRA Soaring to New Heights Conference in January 2023. A voice vote was taken and unanimous aye votes were cast. The motion carried.

Ordinance 2022-11-01 Authorizing Disposal of Personal Property

Staff requested that the Board approve Ordinance 2022-11-01 authorizing the disposal of personal property owned by the St. Charles Park District. Items being disposed of are AV and exercise equipment.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2022-11-01. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

RecreationPaddlewheel Riverboat End-of-Year Review

Mr. Kies introduced Assistant Superintendent of Recreation Katie Miller and Paddlewheel Riverboats Supervisor Tera Harvey. Ms. Harvey presented an overview of the 2022 Riverboat season, including the following highlights:

- 206 public cruises served 9,372 passengers
- Cross-selling opportunities resulted in 2,614 refreshments and memorabilia items sold and 592 add-on mini-golf visits
- 21 specialty cruises served 968 passengers
- 108 private charters included weddings, engagement parties, bridal and baby showers, senior groups, camp outings, birthday parties, networking events, team building and company outings
- Catering offered through Flores Concessions
- 33 Weekday Special Cruises offered June through August were a great solution for senior and youth groups reduced pricing while reducing staff set-up time
- Plans for 2023 include lighting enhancements to allow for specialty cruises past sunset, expanding partnerships within the community, sandblasting the St. Charles Belle II hull, hiring a captain and rebuilding the engines of both boats

Mr. Thomson asked if a private charter would bump a public cruise and Ms. Harvey answered that the schedule allows for both. The commissioners praised the team for a great season and thanked Ms. Harvey for the presentation.

*Katie Miller and Tera Harvey left the meeting at 7:24 p.m.*

### **Parks and Planning**

#### **Capital Update**

Ms. Rudow provided the Board with updates on several 2022 Capital projects. She reminded the Board that almost \$2.5 million of 2022 projects are being deferred to 2023. Projects going out to bid or getting started include: rebidding Baker Field Park improvements, Primrose Farm fence, PCC gym ductwork painting, IT partition wall, Sportsplex acoustic tiles and the Red Gate playground installation. Ms. Rudow informed the Board of one adjustment to the 2022 Capital Plan, which is to purchase materials to resurface some of the ramps at the ESSC skatepark to ensure the repairs can happen before reopening the park in the spring. Although an unbudgeted expense, it does not affect the overall Capital budget.

#### **Correspondence**

None

#### **Director's Report**

Ms. Cabel updated the Board on the recent Annual Joint Review board meeting related to TIFs within the community. She summarized the status of TIFs and reviewed the list of TIF termination dates. The significance for the District is that one TIF has a surplus of which a portion will be returned to the District. She informed the Board that Mr. Kies and his staff have been working with a physical therapy group as a potential vendor to share space with Kale Fitness at Sportsplex and the team hopes to bring an agreement to the Board for approval before the end of the year. Ms. Cabel asked Mr. Essig to share the award received from AT&T for innovative use of technology in our parks, which was programming the GPS paint sprayer to line the ball fields, an idea of two parks employees who also implemented the program, saving the District money and staff time. Ms. Cabel reviewed topics covered at the recent IAPD Legal Symposium, including labor law changes, bond finance and park regulations. She ended her report by reminding the Board that the next meeting is November 29<sup>th</sup> and wishing everyone a very Happy Thanksgiving.

#### **Commissioner Comments**

**Brian Charles:** No comments

**Jim Cooke:** Mr. Cooke mentioned a clip he saw about pickleball on Bryant Gumbel's series on HBO. He thought it would be informative viewing for all of the commissioners and staff.

**Karrsten Goettel:** No comments

**Peggy McCarthy:** Ms. McCarthy wished everyone a Happy Thanksgiving.

**Bob Thomson:** Mr. Thomson shared a friendly letter he received from a family thanking the District for all of the programs their son, who just won a collegiate level running title, participated in over the years that helped him become the athlete he is today.

**Steve Ward:** Mr. Ward wished everyone a Happy Thanksgiving.

#### **Executive Session**

None

**Other Business**

None

**Adjournment of Meeting**

Mr. Cooke moved and Mr. Ward seconded that the meeting be adjourned. A unanimous voice vote was cast and the motion carried.

There being no further business, Mr. Goettel adjourned the meeting at 7:41 p.m.

  
Secretary

Date Approved: November 29, 2022