



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

November 29, 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 29, 2022. At 6: 32p.m., President Karrsten Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Brian Charles, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Jim Cooke

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, Pottawatomie Golf Course Manager and PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Consent Agenda

Mr. Carne 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 November 8, 2022
- Approval of Bills as of October 31, 2022

Account	Amount
CORPORATE FUND	\$ 428,421.23
RECREATION FUND	\$ 73,822.19
SPECIAL RECREATION	\$ 67,181.87
DEBT SERVICE FUND	\$ 475.00
REVENUE FACILITIES	\$ 43,932.50
NORRIS REC CENTER	\$ 12,465.35
SPORTSPLEX	\$ 7,364.77
CAPITAL	\$ 218,195.94
Total	\$ 851,858.85

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

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

Public Appearances

None

Administration and Finance

Adoption of 2022 Tax Levy Ordinance 2022-11-02

Superintendent of Finance & Administration Cathy Camm requested that the Board adopt the 2022 Tax Levy Ordinance 2022-11-02 that levies and assesses taxes for the St. Charles Park District of Kane and DuPage Counties, Illinois, for the tax year 2022 in the amount of \$12,324,108.00. She noted that the Board reviewed the Tax Levy on October 25th and no significant changes have been made since that review.

Mr. Charles moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners adopt Ordinance 2022-11-02: 2022 Tax Levy. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Abatement of Tax Levy Ordinance 2022-11-03

Ms. Camm requested that the Board review the Abatement of 2022 Tax Levy Ordinance 2022-11-03 that abates the 2022 tax levy for debt service on GO bonds (Alternate Revenue Source), Series 2018. The District abates the Sportsplex Alternate Revenue Bonds on an annual basis as the District is not able to levy additional tax dollars for this debt because it is already at the maximum with the three-year bond sales for capital. These bonds are paid for through Sportsplex and General Fund transfers.

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the Abatement of 2022 Tax Levy Ordinance 2022-11-03. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Ward and Goettel. Nay: none. The motion carried.

Recreation

Associate Group Agreements

Superintendent of Recreation Mr. Kies requested that the Board approve the Associate Group Agreements with Bachelors 'n' Bachelorettes, Fox Valley Mixers, St. Charles Canoe Club, St. Charles Chess Club and St. Charles Storm Basketball. He noted that the only changes in the agreements from last year are those that reflect the rental fee increases that go into effect January 1, 2023.

Mr. Carne moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the Associate Group Agreements with Bachelors 'n' Bachelorettes, Fox Valley Mixers, St. Charles Canoe Club, St. Charles Chess Club and St. Charles Storm Basketball. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Smith Physical Therapy + Running Academy

Mr. Kies presented an outline of the terms of a proposed agreement with Smith Physical Therapy + Running Academy to rent shared space at Sportsplex. Smith is requesting the use of 5,300 square feet of shared space with Kale Training, plus 357 square feet of dedicated space. The agreement would begin January 1, 2023 and end on March 31, 2025, renewable for an additional one-year period upon mutual written agreement. The agreement includes a 3-month abatement of rent at the

beginning of the agreement for start-up and build-out costs. The build-out costs are Smith's responsibility and all plans must be agreed to in writing and the contractor must be approved by the District. The Board of Commissioners asked questions regarding liability insurance, the impact the agreement would have on District's future plans for the space and if programming opportunities might expand with Smith renting the space. Commissioners directed staff to come back with an agreement at the next Board meeting.

Parks, Planning, and Facilities

Purchase of Playground Equipment for Kehoe Park and Red Gate Park

Superintendent of Parks & Planning Laura Rudow explained that although the Board already approved the purchase of the playground equipment at a previous meeting, approval is required to purchase the items directly from each of the vendors. The playground designs that the residents chose include equipment and furniture from different manufacturers that the District needs to pay directly, even though the equipment was sole-sourced through Burke.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the purchase of the equipment and furniture directly from the following vendors sole sourced through Burke of Fond du Lac, WI: Play Illinois LLC for \$142,531.09; Kompan, Inc. for \$12,864.10; NuToys Leisure Products for \$10,009; Play Design Scapes for \$5,835; Game Time c/o Cunningham Recreation for \$9330.01; and Imagine Nation, LLC for \$21,431. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

2023 Capital Budget

Ms. Rudow shared the 2023 Capital list detailing the projects that were discussed at the Capital Workshop on October 5. The changes in the Capital budget since it was presented in tentative form reflect changes in certain project start/finish dates and availability of materials. Ms. Rudow highlighted projects of significance, including: improvements at Davis Park; court resurfacing with pickleball & tennis lines at ESSC; 50% construction of restroom & concession building at ESSC; an additional boat storage rack at Ferson Creek Park; facility enhancements at HKDC; parking, disc golf and trails on the 88 acres on the IDJJ land; renovations of the Otter Cover Splash Park; pathway lights at Pottawatomie Park (grant dependent); 50% construction of the Agricultural Education Center at Primrose Farm; and contribution to the Thornwood Grove playground in South Elgin. The total Capital budget for 2023 is \$9,093,256 of which \$3,209,406 is for deferred projects from 2022. The Capital budget will be considered for approval at the next Board meeting as part of the full 2023 Budget.

Ms. Rudow and Mr. Kies then presented a plan for facility enhancements at Hickory Knolls Discover Center. At the Capital Workshop in October, the Board of Commissioners asked staff to develop a concept to redesign existing spaces that would create additional programming opportunities. The goals are to meet the needs of the community, entice patrons to return to HKDC and reduce the District's subsidy of HKDC. After summarizing the many current successes of the programming at Hickory Knolls, Ms. Rudow explained that when developing the concept for the space, she and Mr. Kies reflected on what makes other facilities within the District work well and agreed that offering diverse programs is the key to success. They proposed building modifications

in two phases, with the first addressing the Twin Leaf multipurpose rooms and the lobby, with the goals of maximizing the use of the multipurpose room and creating an inviting and warm lobby for better customer engagement and guest interaction. The plan includes creating two spaces within the multipurpose room: a preschool room that is larger than the current one and a gathering space for birthday parties, graduations, corporate events and adventure races. The second phase of the facility enhancement would address the large exhibition room to create enhanced indoor play and education. Although the Board members were excited about the concepts for redesign presented, concern was expressed about the cost. There was also discussion regarding branding and consideration of improvements into current existing preschool room. The consensus was to move ahead with the project so that the preschool room would be ready for the 2023-2024 school year.

2022 Parks Usage Report

Ms. Rudow presented a report on pavilion rentals, boat rack rentals, Boy Scout Island operations and Special Use Permits issued. She reported that there were 441 pavilion rentals that generated \$62,387 in revenue, up from 2021. The large pavilion at Pottawatomie Park continues to be the most rented, with Riverbend Community Park pavilion becoming more popular each year. Like last year, the Ferson Creek boat storage racks are full with 32 people on the waitlist. A third rack is planned for 2023. Parking season passes and daily parking pass sales at Boy Scout Island generated \$13,773 in 2023. Last, special use permits generated \$5,550 in 2022, \$2,100 less than in 2021.

Associate Group Agreements

Ms. Rudow asked the Board to approve the Associate Group Agreements with Campton United Soccer, Chicago Soccer Academy, Fox Valley Maoris Rugby Club, St. Charles Silverhawks Softball, St. Charles Celtics, St. Charles Girls Softball Association, St. Charles Baseball Association, Strikers Fox Valley Soccer Club, Tri Cities Soccer Association and Tri City Youth Football. She noted that the agreements are the same except for those that use James O. Breen Community Park to which she added language regarding the new carry in/carry out policy.

Mr. Thomson moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the Associate Group Agreements with Campton United Soccer, Chicago Soccer Academy, Fox Valley Maoris Rugby Club, St. Charles Silverhawks Softball, St. Charles Celtics, St. Charles Girls Softball Association, St. Charles Baseball Association, Strikers Fox Valley Soccer Club, Tri Cities Soccer Association and Tri City Youth Football. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Primrose Farm Agricultural Land Lease

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the lease of 83 acres of tillable land at Primrose Farm to JW Farms for two hundred thirty dollars and twelve cents (\$230.12) per acre for annual rent payment of \$19,100 due in two equal installments on March 10 and August 10 of 2023. A roll call vote was taken. Aye: Carne, Charles, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Requests for Use

Ms. Rudow asked the Board to approve the requests for use from the following organizations:

- STC Learn organization: Mount St. Mary Park for the purpose of hosting their STC LEARN Walk-a-thon event on Sunday, October 1, 2023.
- Fox Valley Special Recreation Association: Pottawatomie Park for the purpose of hosting their annual Day in the Park on Wednesday, July 19, 2023.
- Illinois Chapter of The Alzheimer's Association: Pottawatomie Park for the purpose of hosting their annual Walk to End Alzheimer's fundraiser event on Saturday, September 30, 2023.
- Suicide Prevention Services: Pottawatomie Park for the purpose of hosting their annual Here for Life walk on Saturday, September 9, 2023.
- Fox Valley Park District: Mt. St. Mary Park for the purpose of hosting their annual Mid-American Canoe and Kayak race event on Saturday, June 3, 2023.
- It's All About the Paws: Baker Memorial Park for the purpose of hosting their annual Adoption and Fundraising event on Saturday, October 14, 2023.
- National Multiple Sclerosis Society: Pottawatomie Park for the purpose of hosting their annual WALK MS fundraiser event on Sunday, May 7, 2023.
- Northern Illinois Fero Enthusiasts, Inc: Swanson Parking Lot-Pottawatomie Park for the purpose of hosting their annual Fierorama 2023 Static Car Display on Sunday, September 10, 2023.
- St. Charles Canoe Club: Pottawatomie Park for the purpose of hosting their annual 9-mile Canoe and Kayak race event on Saturday, May 6, 2023.
- St. Charles Arts Council: Pottawatomie Park for the purpose of hosting their pARTy in the Park event on Saturday, June 3, 2023.
- Run & Achieve LLC: Hickory Knolls Discovery Center for the purpose of hosting their annual Fox Valley Winter Challenge Trail Series event on Sunday, March 5, 2023.

Mr. Thomson moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the requests for use *en gros*. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Special ReportsFox Valley Special Recreation Association

Mr. Thomson shared that the FVSRA Board meeting was moved to next week so he did not have a report for tonight's meeting.

St. Charles History Museum

Mr. Carne reported that the Museum is busy preparing for their annual holiday fundraiser.

St. Charles Arts Council

Ms. Cabel reported that the Art Council's recent fundraiser The Art of Dessert at The Graceful Ordinary was a huge success and sold out 110 tickets.

St. Charles Business Alliance

Ms. Cabel reported that the recent Holiday Homecoming Electric Parade on Saturday was well attended.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Ms. Cabel reported that the Foundation elected two new Board members, are updating their website and are working on a project to install and osprey stand.

Director's Report

Ms. Cabel reminded the Board that the annual Holiday Luncheon is all set for Friday, December 16th and encouraged all Board members to attend. Ms. Cabel also reminded the Board that the TIF committee meeting is this Thursday, December 1 and Cathy Camm will represent the District. Ms. Cabel told the Board the next meeting with IPBC is coming up next Monday to explore if a health care cooperative is a good idea for the Park District. She also mentioned that the staff is aware of a planned march in Lincoln Park on Saturday, December 3 called Stomp the Hate. Last, Ms. Cabel expressed a heartfelt thanks to the Commissioners for the memorial tree they purchased in memory of her mother.

Commissioner Comments

Bob Carne: Mr. Carne suggested that we invite Ms. Meyers from the Kane County Forest Preserve to a meeting to thank her for her work as she is retiring in December. He suggested that an upcoming playground renovation be in a dinosaur theme since they are so popular. He would like to see programming, such as a watch party, centered around Pam Otto's WGN Nature Nerd segments. Mr. Thomson, on a related note, asked what progress has been made on a book of Pam's Good Natured articles. Mr. Carne noted that he continues to push the District's use of social media platforms and sees some improvement in the number of followers on Instagram. He suggested that the end of the year is a great time for each of the departments to take the time to thank its top 10-15 customers for all they've done for the District.

Brian Charles: No comment

Karrsten Goettel: No comment

Bob Thomson: No comment


Peggy McCarthy: Ms. McCarthy would like to see the District send holiday cards to the organizations we partner with throughout the year to say thank you. She expressed how great the lights look coming into Pottawatomie Park.

Steve Ward: Mr. Ward shared he received positive feedback on the new playground at Red Gate Park and that his friends were very impressed with the donation of the old equipment. He wondered if there was going to be a press release about the donation. He also mentioned he continues to hear from patrons who want more indoor pickleball. He asked if preschool at Haines has been considered. Last, he suggested the District make volunteering as easy as possible as he believes

there are a lot of people who want to volunteer for organizations, but it is often difficult to do so because of the hoops that people have to jump through.

Adjournment of Meeting

Mr. Thomson moved and Ms. McCarthy 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 8:21 p.m.


Secretary

Date Approved: December 13, 2022