



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

January 10, 2023 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on January 10, 2023. At 6:34 p.m., President Karrsten Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

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

Commissioners absent: Bob Carne and Peggy McCarthy

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

Other staff present: Golf Course Superintendent Denise Gillett-Parchert

Guests: Matt Rodgers, Members of the St. Charles North Girls Varsity Swim Team and their families: Elizabeth Bawolek, Izzy Beu, Enya Linson, Tess Stavropoulos, Maya Townsend and Coach Rob Rooney

Consent Agenda

Mr. Charles 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 December 13, 2022
- Approval of Bills as of November 30, 2022

| Account | Amount |
|---------------------|---------------|
| CORPORATE FUND | \$ 251,147.01 |
| RECREATION FUND | \$ 78,716.73 |
| LIABILITY INSURANCE | \$ 745.00 |
| SPECIAL RECREATION | \$ 192,908.00 |
| REVENUE FACILITIES | \$ 18,652.69 |
| NORRIS REC CENTER | \$ 14,220.21 |
| SPORTSPLEX | \$ 14,106.85 |
| CAPITAL | \$ 183,204.02 |
| Total | \$ 753,700.51 |

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

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

Public Appearances

The Board of Commissioners welcomed members of the St. Charles North Girls Varsity Swim & Dive Team Elizabeth Bawolek, Izzy Beu, Enya Linson, Tess Stavropoulos, and Maya Townsend and Coach Rob Rooney. Director Holly Cabel highlighted the girls' winning season which included an overall third place finish at the IHSA State Championship and several individual state finalists. President Goettel presented certificates of recognition to Maya Townsend for winning first place in the 50-yard and 100-yard freestyle in the Athletes with Disabilities Division and to Elizabeth Bawolek, Izzy Beu, Enya Linson and Tess Stavropoulos for being state champions in the 400-yard freestyle relay. Congratulations to these amazing young athletes for leaving a legacy in St. Charles sports.

Elizabeth Bawolek, Izzy Beu, Enya Linson, Tess Stavropoulos, Maya Townsend, Rob Rooney and their families left the meeting at 6:45 pm.

Administration and Finance

St. Charles Park Foundation Trustee

The St. Charles Park Foundation asks that the Board consider Heather Rooney as its newest Trustee. Mr. Thomson moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve Ms. Heather Rooney as Trustee of the St. Charles Park Foundation. A voice vote was taken, unanimous aye votes were cast and the motion carried.

Pottawatomie Golf Course Annual Report

Golf Course Manager & Golf Pro Ron Skubisz and Golf Course Superintendent Denise Gillett-Parchert presented the annual report for Pottawatomie Golf Course. Mr. Skubisz provided data that highlighted another great year on the golf course in 2022. The golf course had its second-best year in ten years as the course continues to exceed the expectations of patrons. Golfers return to the course for several reasons, including the efficiency of a nine-hole course, the beauty and condition of the course and the experiences available through tournaments and use of the recently updated golf simulator. Ms. Gillett-Parchert reviewed the enhancement projects that were completed in 2022, including the plaza project, concrete pads with benches, garbage can and ball washer on greens, and creation of path #9. The Commissioners thanked the golf course staff for another great year.

Denise Gillett-Parchert left the meeting at 7:05 pm.

Renewal of Office 365

Information Technology Manager Jeff Essig asked the Board to consider the renewal of Office 365 from Dell for \$28,218.09, which is a budgeted 2023 expense. This cost reflects a decrease from the previous renewal, as Mr. Essig has a precise count on the number of licenses currently needed and can add licenses when needed.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the renewal of a three-year license of Office 365 from Dell for \$28,218.09. A roll call vote was taken. Aye: Charles, Cooke, Thomson, Ward and Goettel. Nay: none. The motion carried.

Renewal of Meraki Licensing

Mr. Essig asked the Board to consider the renewal of five years of licensing for Meraki hardware from CDW for \$19,415, which is a budgeted 2023 expense. This licensing covers wireless network equipment and mobile device management. By renewing for five years, the savings to the District is almost half of what the cost of renewing annually would be. Mr. Charles asked if the agreement includes firmware updates and Mr. Essig confirmed that it does.

Mr. Thomson moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the renewal of five years of licensing for Meraki hardware from CDW for \$19,415. A roll call vote was taken. Aye: Charles, Cooke, Thomson, Ward and Goettel. Nay: none. The motion carried.

Renewal of Membership in the Illinois Association of Park Districts

Ms. Cabel requested that the Board approve the Park District's annual membership in the Illinois Association of Park Districts (IAPD) for a fee of \$6,944.17 and highlighted the many benefits the District receives from being a member.

Mr. Charles moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the District's membership in the IAPD for \$6,944.17 for one year. A voice vote was taken, unanimous aye votes were cast and the motion carried.

Recreation

No business

Parks, Planning, and Facilities

Primrose Farm Agricultural Education Center Architect Agreement

Superintendent of Parks and Planning Laura Rudow asked the Board to consider a contract for professional services with Demonica Kemper Architects of Chicago, IL for \$147,500 for the purpose of designing the Primrose Farm Agricultural Education Center. She reminded the Board that because this project is partially funded through a grant, the cost of professional services must be less than 15% of the total project. The contract with Demonica Kemper Architects is 9% of the total cost. Mr. Charles asked Ms. Rudow if, given the cost of this contract, it might behoove the District to hire an architect for the planning department. Ms. Rudow responded that although there is a need for one for several projects in 2023, the need is not consistent from year to year to justify the hiring of an on-staff architect.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the contract with Demonica Kemper Architects of Chicago, IL for \$147,500 for the purpose of designing the Primrose Farm Agricultural Education Center. A roll call vote was taken. Aye: Charles, Cooke, Thomson, Ward and Goettel. Nay: none. The motion carried.

Ordinance 2023-01-01 Authorizing the Acquisition of Real Property

Ms. Rudow asked to consider Ordinance 2023-01-01 which authorizes the acquisition of real property from the Forest Preserve of Kane County and approves the Intergovernmental Agreement between the two municipalities that outlines the terms of the transfer of property in accordance with applicable Illinois law. The property being acquired includes six individual parcels, approximately 1.38 acres total, located in St. Charles Township. Each parcel is to be acquired for

\$500.00 for a total of \$3,000.00. Commissioners asked if there is an opportunity to develop this land and Ms. Rudow responded that the land will allow river-related programs greater access to the river.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2023-01-01, authorizing the acquisition of six individual parcels of land, approximately 1.38 acres total, located in St. Charles Township, for a total of \$3,000.00. A roll call vote was taken. Aye: Charles, Cooke, 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:

- American Diabetes Association: Pottawatomie Park for the purpose of hosting its Chicago Tour De Cure event on Saturday, August 12, 2023.
- Shebix, Inc.: Mount St. Mary Park for the purpose of hosting its Fox Valley Marathon Races event on Sunday, September 17, 2023.

Mr. Cooke moved and Mr. Thomson 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.

Correspondence

Ms. Cabel shared a copy of the magazine “Government Technology” that highlighted the District’s recent honor of winning AT&T’s government technology award for innovative use of GIS technology to program the new field paint sprayer.

Director’s Report

Ms. Cabel informed the Board that the author who recently requested use of one of the paddlewheel riverboats to host a book signing event is no longer interested. She updated the Board regarding the need to have both the City and the District approve the terms of an IGA by March 1, 2023 to move forward with the IPBC agreement for health care. Lastly, Ms. Cabel shared that Illinois Public Act 102-1088: Decennial Committees on Local Government Consolidation and Efficiency Act requires that each unit of local government must form a committee to study local efficiencies. This committee must include all elected officials (Board members), staff and two residents. She advised the Board that the appointments could be made in May during the annual meeting.

Commissioner Comments

Jim Cooke: Mr. Cooke wished everyone a Happy New Year.

Bob Thomson: Mr. Thomson shared that the FVSRA is hosting its annual Legislative Forum at the Prisco Center on February 17th. He also asked about the District’s policies and procedures regarding the training and use of AEDs in light of the Damar Hamlin incident. Ms. Camm responded that CPR/First Aid training includes AED training and that all full-time employees are required to attain their certification within 30 days of employment, and maintain their certification which is renewed every two years. Part-time and seasonal employees are required to be trained, also, and specifically lifeguards and other relevant employees must be trained before they begin work. She also added that trainings are offered throughout the year and that there are approximately

10 employees who are instructors. Ms. Rudow added that all associate organizations must require their staff and coaches be trained.

Steve Ward: Mr. Ward asked if a holiday lights tour/contest, like that of the Gallery of Ghoulish Homes tour held in October, was an option. Ms. Cabel responded that although the District has hosted a similar event around the winter holidays, it hadn't been as popular as the Ghoulish Homes event. Mr. Kies added that the District has been advised not to host one around the holidays for a variety of reasons, but the District does intend to continue to light many of the parks in the District for the community to enjoy.

Brian Charles: No comment

Karrsten Goettel: No comment

Executive Session

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board temporarily adjourn to a closed session, for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2(c)(8): security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

A roll call vote was taken. Aye: Charles, Cooke, Goettel, Thomson, Ward and Cooke. Nay: none. The motion carried. At 7:29 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Ron Skubisz left the meeting at 7:29 p.m.

The Board returned to Open Session at 8:59 p.m.

Adjournment of Meeting

Having no further business, President Goettel adjourned the meeting at 9:00 p.m.

Secretary

Date Approved: January 24, 2023