



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

December 13, 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 December 13, 2022. At 6:34 p.m., President Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Jim Cooke, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Brian Charles

Administrative staff present: Director of Parks & Recreation Holly Cabel, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Cathy Camm, Information Technology Manager Jeff Essig, Pottawatomie Golf Course Manager & PGA Pro Ron Skubisz, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

Other staff present: Partnership & Sponsorship Supervisor Carina Graham, Assistant Superintendent of Recreation Melissa Caine, Sportsplex & RVMG Supervisor Cayla Greenfield

Guests present: Denise Smith, Scott Smith, Megan Long, Abby Schenk

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 Meeting on November 29, 2022

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

Public Appearances

None

Administration and Finance

Smith Physical Therapy Agreement

Mr. Kies introduced the owners and employees of Smith Physical Therapy + Running Academy, Denise & Scott Smith and physical therapists Megan Long and Abby Schenk. He also recognized Melissa Caine and Cayla Greenfield for their efforts in building the relationship with the Smiths to bring them to Sportsplex. Ms. Smith, Ms. Long and Ms. Schenk each shared a little about the expertise they bring their company and how they are excited about the new relationship with the Park District. Mr. Carne welcomed them and wished them luck. Ms. McCarthy asked when they will move in to the Sportsplex and Ms. Smith replied that they hope to start providing treatment at the beginning of January. The build out of private treatment rooms will begin right away.

Mr. Kies then asked the Board 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 the fees to be abated.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the Smith Physical Therapy + Running Academy, LLC agreement for \$36,000 per year beginning 1/1/2023 to 3/31/2025, with the first three months of the fees to be abated. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Denise Smith, Scott Smith, Megan Long, Abby Schenk, Melissa Caine & Cayla Greenfield left the meeting at 6:43 pm.

Partnership & Sponsorship Update

Partnership & Sponsorship Supervisor Carina Graham presented an overview of partnership revenue in 2022 and the new sponsorships that were developed in 2022. The Park District had 65 sponsors in 2022, of which 15 were new. One challenge many sponsors faced in 2022 was not having the staff to attend events they were sponsoring, so Ms. Graham worked with them to find another event that they could attend. Mr. Carne asked about event planning and who comes up with the ideas—the Park District staff or the sponsors? Ms. Graham shared it is a collective effort among the staff and she finds the sponsors. He then made a suggestion to have a snow day event where a fake snow machine is brought in. She said this idea would fit with a new event that is coming up in January called January Jamboree, so perhaps this could be part of the event next year.

Carina Graham left the meeting at 6:48 pm.

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

Superintendent of Finance and Administration Cathy Camm requested that the Board approve the 2022 Amended Budget and Appropriation Ordinance 2022-12-01. The Budget was amended to reflect increases in salaries and wages, utility costs, contractual services and materials and supplies.

Mr. Thomson moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Amended Budget and Appropriation Ordinance 2022-12-01. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

2022 Additional Transfer between General Fund and Sportsplex Fund

Ms. Camm explained that 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. Mr. Ward asked if the revenue from the new lease that was just approved for Sportsplex would be part of the Sportsplex Fund and Ms. Cabel confirmed that it would.

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

Annual Budget and Appropriation Ordinance 2022-12-02

Ms. Camm asked the Board to adopt Ordinance 2022-12-02, the Combined Annual Budget and Appropriation Ordinance of the St. Charles Park District for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023. She said that staff made immaterial tweaks to the budget since it was presented at a previous Board meeting.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners adopt Ordinance 2022-12-02, the Combined Annual Budget and Appropriation Ordinance of the St. Charles Park District for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Safety Manual Update

Superintendent of Recreation Mike Kies presented the updates to the District's Safety Manual. Updates were made to reflect the changes in OSHA requirements.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the updates to the Safety Manual as presented. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Personnel Practices Policy Manual Addition and Updates

Ms. Camm presented changes to the District's Personnel Practices Policy Manual. A new policy titled 2.01 Hiring Procedures were created to document current practice in how the District posts vacancies, transfers and promotes employees and uses its applicant tracking system. Updates to the following policies were made to align with changes in state statute that go into effect on January 1, 2023: 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. Ms. Camm said that employees will be made aware of the policy updates at January's All Staff meeting and are required to sign off on having received them.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the updates to the Personnel Practices Policy Manual as presented. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

2023 Board Meeting Calendar

Director Holly Cabel presented the 2023 Board of Commissioners Meeting Calendar. All meetings will be on the second and fourth Tuesdays of each month as dictated by Board policy, except for December.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the 2023 Board Meeting Calendar as presented. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

2023 District Calendar—Administrative Regulations

Ms. Cabel presented the 2023 District Calendar and explained that it is a tool that the Administrative Team uses to guide the topics to be discussed at each Board meeting.

Mr. Thomson moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the 2023 District Calendar—Administrative Regulations as presented. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Recreation

None

Parks and Planning

Architect Selection for the Primrose Farm Agricultural Education Center

Ms. Cabel shared the process that the architect selection committee went through to make a recommendation to the Board regarding the Primrose Farm Agricultural Education Center. A Request for Qualifications (RFQ) was publicly solicited from architectural firms to design the Ag Ed Center. A committee of staff and Board members reviewed the nine submittals and asked four firms to present their qualifications in person. Based on those presentations, staff contacted references for the top two firms, of which Demonica Kemper Architects of Chicago, IL was selected to recommend to the Board. Mr. Cooke was a part of the selection committee and added that he was very impressed by the District's staff knowledge of the project and the questions they asked of the architects. Mr. Carne asked if they brought a concept plan to the table and Ms. Cabel said that's what comes next.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approved the selection of Demonica Kemper Architects of Chicago, IL to design the new indoor facility at Primrose Farm. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Correspondence

None

Director's Report

Ms. Cabel reminded the Board of the Holiday Luncheon on Friday at noon at Pottawatomie Community Center and encouraged the Commissioners to stop by, have lunch and enjoy the activities with the staff. She then shared a printed copy of the 2022 Year-In-Review with the Commissioners. She explained that in the past, the marketing department spent a lot of time producing a Year-In-Review video that did not generate the views to make the video a worthwhile endeavor. So, staff changed the format to present similar information and produced a digital flipbook that will be on the District's website and will be promoted through social media. Ms. Cabel wished everyone Happy Holidays.

Commissioner Comments

Steve Ward: Mr. Ward wished everyone Happy Holidays and a Happy New Year.

Bob Thomson: Mr. Thomson shared that FVSRA held its postponed Board meeting last Tuesday. He asked if the Board was going to send Sheavoun Lambilotte, retiring Director of Geneva Park District, an acknowledgment of thanks.

Peggy McCarthy: Ms. McCarthy thanked the staff and Commissioners for another great year. She wished everyone Happy Holidays and looks forward to a great year in 2023.

Karrsten Goettel: Mr. Goettel echoed Ms. McCarthy's sentiments.

Jim Cooke: Mr. Cooke wished everyone a Merry Christmas and that he, too, looks forward to 2023.

Bob Carne: Mr. Carne congratulated the St. Charles North Girls Swim Team for their recent accomplishments at State. Ms. Cabel responded that they will be coming to the first meeting in January to be honored by the Commissioners. Mr. Carne mentioned that Ben Davino of St. Charles East continues to dominate the national high school wrestling scene. He also thanked the staff for all that they do and in particular mentioned John Duy, custodian of PCC, for his professionalism, pleasantness and keeping PCC spotless. Mr. Carne mentioned that he liked the new programs in the winter activity guide, specifically the ice fishing program. He likes that QR codes are being used. He said that staff should let the high school girl's soccer teams know that there are drop-in soccer times at Sportsplex. He then challenged staff to think about this question: if you were just hired to work for the St. Charles Park District, what would you do differently? He concluded by wishing everyone a happy holiday season.

Executive Session

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners adjourn to a closed session 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. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried. At 7:15 pm, Mr. Goettel moved the meeting to a closed session.

Cathy Camm, Jeff Essig, Mike Kies, Ron Skubisz and Erika Young left the meeting at 7:15 pm.

Other Business

None

Adjournment of Meeting

Mr. Cooke moved and Mr. Carne 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 7:23 p.m.



Secretary

Date Approved: January 10, 2023

