



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

April 11, 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 April 11, 2023. At 6:32 p.m., President Karrsten 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 and Bob Thomson

**Commissioners absent:** Brian Charles and Steve Ward

**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 and Administrative Assistant Jenny Santos

#### **Other staff present:**

**Guests:** Coach Tom Cole, Lida Burgos, Edward Burgos & Melissa Torres, Dominick Demonica and David Sikorski

#### Consent Agenda

Mr. Cooke 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 March 14, 2023
- Approval of Bills as of February 28, 2023

Account		Amount
CORPORATE FUND	\$	274,864.13
RECREATION FUND	\$	70,843.77
AUDIT	\$	890.00
LIABILITY INSURANCE	\$	1,272.95
REVENUE FACILITIES	\$	32,665.38
NORRIS REC CENTER	\$	11,180.25
SPORTSPLEX	\$	14,704.33
CAPITAL	\$	237,627.01
Total	\$	644,047.82

- Approval of Cash and Investment Report as of February 28, 2023
- Approval of Revenue Expense Reports as of February 28, 2023

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

**Public Appearances**

Director Holly Cabel welcomed St. Charles East Girls Bowling Coach Tom Cole and Bowler Lida Burgos. Ms. Cabel highlighted Lida's accomplishments in the IHSA regional, sectional and state championships. Lida won the title of IHSA State Girls Bowling Individual Champion in February. President Karrsten Goettel presented Lida with a certificate of achievement and honored her dedication and perseverance as a student athlete.

*Tom Cole, Lida Burgos, Edward Burgos & Melissa Torres left the meeting at 6:40 pm.*

**Administration and Finance****Agricultural Education Center Architect Review**

Superintendent of Parks & Planning Laura Rudow welcomed Dominick Demonica and David Sikorski from Demonica Kemper, the architect firm providing professional services for the Agricultural Education Center at Primrose Farm. Mr. Demonica presented an overview of the project's timeline, the placement of the new building on the site and the cost estimate. He then showed several design options for the interior and exterior of the building, including the costs associated with each option. The Commissioners asked questions and made comments related to the importance of the design options supporting the programming goals of the building. The Commissioners came to a consensus on a design with which to proceed and thanked Mr. Demonica and Sikorski for their presentation.

**Internet Service Agreement**

Director Holly Cabel requested that the Board consider renewing a three-year agreement with Comcast for our primary connection and another for Sportsplex. She addressed some questions posed about considering other internet providers. She said that the District has not had any major issues with Comcast and there are significant costs associated with changing providers, in addition to service outages while the switch is being made.

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve a three-year agreement with Comcast for the District's primary connection for \$46,127.52 and a three-year agreement for the Sportsplex connection for \$45,763.20. A roll call vote was taken. Aye: Carne, Cooke, Thomson, McCarthy and Goettel. Nay: none. The motion carried.

**PRI Circuits Agreement**

Director Holly Cabel recommended renewing a three-year agreement with Comcast for \$21,526.20 for the PRI phone circuit.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve a three-year agreement with Comcast for the PRI phone circuit for \$21,256.20. Aye: Carne, Cooke, Thomson, McCarthy and Goettel. Nay: none. The motion carried.

**Ordinance Authorizing Disposal of Personal Property Owned by the St. Charles Park District**

Director Holly Cabel asked the Board to approve Ordinance 2023-04-01, which allows for the disposal of property owned by the St. Charles Park District, including AEDs, playground equipment, vehicles, trailers and parks equipment.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2023-04-01 Authorizing Disposal of Personal Property Owned by the St. Charles Park District. A roll call vote was taken. Aye: Carne, Cooke, Thomson, McCarthy and Goettel. Nay: none. The motion carried.

### **Recreation**

#### **Conference Attendance Approval**

Superintendent of Recreation Mike Kies asked the Board to approve the following recreation staff to attend the International Association of Amusement Parks and Attractions (IAAPA) Expo in Orlando, FL. November 13-16, 2023: Katie Miller, Cayla Greenfield, Tera Harvey, Alex Hartzell and Sabrina Hunley.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the attendance to the IAAPA Expo in November by Katie Miller, Cayla Greenfield, Tera Harvey, Alex Hartzell and Sabrina Hunley. A voice vote was taken and unanimous aye votes were cast. The motion carried.

### **Parks, Planning, and Facilities**

#### **Baker Field Park Improvements Contract Approval**

Ms. Rudow said that per the 2023 Capital Plan, bids were solicited for the Baker Field Park Improvements Project and opened on Tuesday, April 4, 2023. She asked the Board to consider E. Hoffman, Inc., Lombard, IL in the amount of \$211,087.50.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve a contract with E. Hoffman, Inc., in the amount of \$211,087.50 for the renovation of Baker Field Park. A roll call vote was taken. Aye: Carne, Cooke, Thomson, McCarthy and Goettel. Nay: none. The motion carried.

#### **Otter Cove Aquatic Park Pool Boiler and Heat Exchanger Project**

Ms. Rudow said that per the 2023 Capital Plan, bids were solicited for the purchase and installation of two new boilers and heat exchangers at Otter Cove Aquatic Park Pool Boiler opened on Tuesday, April 4, 2023. She asked the Board to consider Oakbrook Mechanical Services, Inc., as the lowest responsible bidder for the amount of \$206,750.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve a contract with Oakbrook Mechanical Services, Inc., in the amount of \$206,750 for the purchase and installation of two new boilers and heat exchangers at OCAP. A roll call vote was taken. Aye: Carne, Cooke, Thomson, McCarthy and Goettel. Nay: none. The motion carried.

#### **ESSC Concessionaire Agreement**

Ms. Rudow stated that in February 2023, a Request for Proposal was publicly posted for the purpose of contracting with a concessionaire during the athletic season at East Side Sports Complex. She added that she shared the RFP with several vendors who had previously reached out to her about concession opportunities, but only received one proposal. Mr. Flores successfully provided the concessions in 2022. Thus, she asked the Board to consider a one-year agreement with Flores Concession Corporation to provide concessions in 2023 at East Side Sports Complex sharing 10% gross revenues with the Park District payable in three installments. She explained

that the one-year agreement allows the district to review how to move forward once the new concession and bathroom building is constructed.

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve a one-year agreement with Flores Concession Corporation to provide concessions in 2023 at East Side Sports Complex sharing 10% gross revenues with the Park District payable in three installments. A roll call vote was taken. Aye: Carne, Cooke, Thomson, McCarthy and Goettel. Nay: none. The motion carried.

#### Ferson Creek Boat Storage Purchase

Ms. Rudow said that per the 2023 Capital Plan, a third boat rack was specified to be added to Ferson Creek Park, identical to the existing racks. This sole sourced item is manufactured by ICON Shelters and costs \$46,739. She added that this boat rack is needed to meet the needs of the community, as the two racks are already filled and there is a long waitlist for space.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the purchase of the third boat rack for \$46,739. A roll call vote was taken. Aye: Carne, Cooke, Thomson, McCarthy and Goettel. Nay: none. The motion carried.

#### Splash Park Concept Plan and Community Input Process

Ms. Rudow presented initial concept plans for new splash park amenities. She also explained the process for gathering community input from past and current passholders this spring.

#### Park ID Sign Replacement Program

Ms. Rudow reminded the Commissioners that in previous capital workshops they discussed replacing the large, red timber park identification signs. Staff agreed that professional services are needed to develop a plan, including sign design, cost estimation and phased replacement timeline, in order to budget appropriately beginning in 2024. Request for Qualifications have been publicly solicited and are currently being reviewed. She also stated that the pedestrian entrance signs are being replaced this year with a new sign designed by marketing department.

#### Primrose House Lease

Ms. Rudow asked the Board to renew the license agreement for the house at Primrose Farm, 5N520 Crane Road, with Timothy Timberlake for a monthly rent of \$545, which is an increase of 5% over the previous agreement.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners renew the license agreement for the house at Primrose Farm at 5N520 Crane Road with Timothy Timberlake for a monthly rent of \$545. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson and Goettel. Nay: none. The motion carried.

#### Conference Attendance Approval

Ms. Rudow asked the Board for approval for Emily Shanahan and Morgan Brown to attend the Environmental Education Association of Illinois Conference in Moline, IL, April 13-5, 2023.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Emily Shanahan and Morgan Brown's attendance at the Environmental Education Association of Illinois Conference in Moline, IL, April 13-5, 2023. A voice vote was taken and unanimous aye votes were cast. The motion carried.

Correspondence

None

Director's Report

Ms. Cabel reminded the Commissioners about the upcoming Spring Employee Recognition Banquet on Friday, April 21. She said that members of the Admin Team will be attending the annual Parks Day at the Capitol and Legislative Reception/Conference May 2 & 3. Ms. Cabel sought feedback on a meeting date and assigned committee members for the Decennial Committee. The Commissioners agreed on May 23<sup>rd</sup> existing board meeting to have the first committee meeting.

Commissioner Comments

**Bob Carne:** Mr. Carne asked staff to revisit opening up the riverfront that is currently occupied by the District's maintenance bay behind Pottawatomie Community Center. Ms. Rudow responded that it is part of the District's long range capital plan to relocate the facility to a site on the east side of the river. Mr. Carne suggested that in response to a lack of patriotism in today's youth that the Board of Commissioners begin each Board meeting with reciting the Pledge of Allegiance. Mr. Carne asked what more could be done about the pot holes in the road behind HKDC leading to the dog park parking. Ms. Rudow said that she is currently looking at solutions, but the road is owned by the Illinois Department of Juvenile Justice and it is not fiscally viable for the District to spend a significant amount of money repaving a road that we do not own. He congratulated Mr. Cooke, Ms. McCarthy and Mr. Thomson for being reelected and thanked Matt Rodgers and Taylor Berube for running. He suggested that perhaps they might be interested in serving on the Park Foundation.

**Jim Cooke:** Mr. Cooke commented on how nice the new conference tables are in the Board room. He also congratulated the incumbents for winning reelection.

**Karrsten Goettel:** Mr. Goettel congratulated the incumbents for their election win.

**Peggy McCarthy:** Ms. McCarthy thanked everyone for their support during the election cycle and congratulated Mr. Cooke and Mr. Thomson. She said it is exciting to see construction happening at Kehoe Park. She shared her observations during a recent trip to Florida in which she saw metal pool slides that had sleeves on the handles so they wouldn't be so hot to the touch. She also played pickleball at outdoor courts where there was a volunteer running the courts and that there were designated times for beginners.

**Bob Thomson:** Mr. Thomson encouraged the Commissioners to purchase raffle tickets for the FVSRA fundraiser. He said that 83% of respondents to a Batavia Park District survey prefer printed activity guides over digital. He shared that April 22<sup>nd</sup> is Celebrate the Trails Day.

Executive Session

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board temporarily adjourn to a closed session, for the purpose of considering the following subjects, per the Open Meetings Act, 5 ILCS 120: Section 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; Section 2(c)(21) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; and Section 2(c)(1) discussion of the appointment, employment, compensation, discipline, performance, or dismissal

of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson and Goettel. Nay: none. The motion carried. At 7:52 p.m., the Board temporarily adjourned to proceed to the Executive Session.

*Cathy Camm, Jenny Santos, Mike Kies, Jeff Essig & Laura Rudow left executive session at 8:08 p.m.*

The Board returned to Open Session at 8:11 p.m.

**Other Business**

Executive Session Review of Closed Meeting Minutes

Mr. Thomson moved and Ms. McCarthy seconded that the need for confidentiality still exists for all closed session minutes discussed in Executive Session. A roll call vote was taken. Aye: Carne, Cooke, Thomson, McCarthy and Goettel. Nay: none. The motion carried.

Personnel

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the contract for Director Holly Cabel. A roll call vote was taken. Aye: Carne, Cooke, Thomson, McCarthy and Goettel. Nay: none. The motion carried.

**Adjournment of Meeting**

Mr. Thomson moved and Mr. Carne seconded that the meeting be adjourned. Unanimous aye votes were cast and President Goettel adjourned the meeting at 8:15 p.m.

  
Secretary

Date Approved: April 25, 2023