



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

8 North Avenue, St. Charles, IL

April 11, 2023 – 6:30 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Consent Agenda*

- A. Approval of Minutes from Meeting on March 14, 2023
- B. Approval of Bills as of February 28, 2023
- C. Approval of Cash and Investment Report as of February 28, 2023
- D. Approval of Revenue Expense Reports as of February 28, 2023

IV. Public Appearances

V. Business Items

1. Administration and Finance

a. Agricultural Education Center Architect Review

Architects from Demonica Kemper will present proposed building design for the Agricultural Education Center at Primrose Farm.

b. Internet Service Agreement

The District's current internet service agreements with Comcast are up for renewal. Staff recommends renewing our primary connection with a three-year agreement with Comcast for \$46,127.52. Staff also recommends renewing the internet service agreement for Sportsplex for three years for \$45,763.20. Board action is requested.

c. PRI Circuits Agreement

Staff recommends renewing a three-year agreement with Comcast for \$21,526.20 for the PRI phone circuit. Board action is requested.

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

Ordinance 2023-04-01 authorizes the disposal of personal property owned by the St. Charles Park District. Items being disposed of include AEDs, playground equipment, vehicles, trailers and parks equipment. Board action is requested.

* Routine items for one motion, unless separate discussion is requested.

2. Recreation**e. Conference Attendance Approval**

Request for approval for the following 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. Board action is requested.

3. Parks, Planning, and Facilities**f. Baker Field Park Improvements Contract Approval**

Per the 2023 Capital Plan, bids were solicited for the Baker Field Park Improvements Project and opened on Tuesday, April 4, 2023. The Board is asked to consider E. Hoffman, Inc., Lombard, IL in the amount of \$211,087.50. Board action is requested.

g. Otter Cove Aquatic Park Pool Boiler and Heat Exchanger Project

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. The Board is asked to consider Oakbrook Mechanical Services, Inc., as the lowest responsible bidder for the amount of \$206,750. Board action is requested.

h. ESSC Concessionaire Agreement

In February 2023, a Request for Proposal was publicly posted for the purpose contracting with a concessionaire during the athletic season at East Side Sports Complex. The Board is asked to consider a one-year agreement with Flores Concession Corporation who proposed a trailer onsite, diverse menu offerings at reasonable prices and giving 10% of gross revenues to the Park District, payable in three installments. Board action is requested.

i. Ferson Creek Boat Storage Purchase

Per the 2023 Capital Plan, a third boat rack was specified to be added to Ferson Creek Park, identical to the existing. This sole sourced item is manufactured by ICON Shelters and costs \$46,739. Board action is requested.

j. Splash Park Concept Plan and Community Input Process

Staff will share the initial concept plans with the Board for new splash park amenities prior to a participant survey being conducted to solicit community feedback.

k. Park ID Sign Replacement Program

Staff will provide an overview of the Park ID Sign Replacement Program for which Requests for Qualifications were solicited.

l. Primrose House Lease

The Board is asked to consider a one-year renewal of the license agreement for the house at Primrose Farm, 5N520 Crane Road to Timothy Timberlake for a monthly rent of \$545. Board action is requested.

m. Conference Attendance Approval

Request for approval for Emily Shanahan and Morgan Brown to attend the Environmental Education Association of Illinois Conference in Moline, IL, April 13-5, 2023. Board action is requested.

VI. Correspondence

VII. Director's Report

VIII. Commissioner Comments

Bob Carne
Brian Charles
Jim Cooke
Karrsten Goettel
Peggy McCarthy
Bob Thomson
Steve Ward

IX. Executive Session

Closed meeting for the purpose of considering the following subjects, per the Open Meetings Act, 5 ILCS 120/2: 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) 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.

X. Other Business

1. Personnel

- a. Possible action on the Director of Parks & Recreation contract.

XI. Adjournment of Meeting