



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

May 9, 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 May 9, 2023. At 6:31 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, Bob Thomson and Steve Ward

Commissioners absent: Brian Charles

Administrative staff present: Director of Parks & Recreation Holly Cabel, Superintendent of Parks and Planning, Deputy Director Laura Rudow, Superintendent of Recreation Mike Kies, Information Technology Manager Jeff Essig, Pottawatomie Golf Course Manager & PGA Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present: Accounting Manager Ashlee Wallace

Guests: Jen Martinsen, Partner with Lauterbach & Amen, LLC

Consent Agenda

Mr. Cooke moved and Mr. Thomson 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 April 25, 2023

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

Public Appearances

None

Administration and Finance

Annual Audit for Fiscal Period Ending December 31, 2022

Accounting Manager Ashlee Wallace introduced Jen Martinsen, Partner with Lauterbach & Amen, LLC. Ms. Martinsen thanked Cathy Camm and Ashlee Wallace for their hard work and cooperation to make the audit go smoothly. Ms. Martinsen reiterated that the goal of the audit is to provide an opinion on whether the financial statements are presented fairly. She congratulated the Board that Lauterbach & Amen is providing an unmodified opinion, which is the highest opinion given. She highlighted several sections of the audit, including the Certificate of Achievement for Excellence in Financial Reporting that was presented to the District for its annual comprehensive financial report for FY2021. Ms. Martinsen pointed out that the Management's Discussion and Analysis on page 15-25 summarizes the findings of the audit and recommends that the Board read this section for a full understanding of the audit. She said that the General Fund and the Recreation Fund both had healthy surpluses, even after transfers to the Capital Fund. The

testing the firm conducted to check if every investment over \$250,000 is fully collateralized confirmed that they are. Another positive is IMRF fund is 98% funded.

Mr. Carne asked for clarification about the value of disposals, compensated expenses, and post-employment benefits. He also asked if there were any other recommendations on what the District could do better and Ms. Martinsen replied that the District is doing very well financially, specifically that the General and Recreation Funds are very healthy, which provides for a six-month reserve of cash to cover expenses if revenues were to cease. The Commissioners thanked Ms. Martinsen for her report.

Jen Martinsen left the meeting at 6:44 pm.

Land/Cash Fund Summary

Ms. Wallace shared the Land/Cash Summary with the Board. She identified the developers who provided cash receipts in 2022. The beginning balance of the fund on 12/31/2021 was \$1,460,684, \$279,888 was received from the developers, and \$400,000 was transferred to the Capital Fund. The ending fund balance on 12/31/2022 was \$1,340,572. She also shared the history of the fund beginning April 1, 1978 which shows a beginning fund balance of \$9,068, cash receipts and interest earned totaling \$6,191,411, and expenses/transfers totaling \$4,859,906.

Annual Investment Report

Ms. Wallace shared the Annual Investment Report that included the average yields on each account. Mr. Carne suggested that if the District earned \$204,000 in interest in 2022 then he would expect that we could earn between six and seven hundred thousand dollars in 2023 because of the rising interest rates.

Nominating Committee Presentation of Slate of Officers

Ms. McCarthy shared that she and Mr. Ward spoke to each of the current officers who all said they would like to keep their current office for one more year. Thus, the committee recommends the following slate of officers for the next year:

| | |
|---------------------|------------------|
| President | Karrsten Goettel |
| Vice-President | Robert Thomson |
| Secretary | Peggy McCarthy |
| Assistant Secretary | Bob Carne |
| Treasurer | Brian Charles |
| Assistant Treasurer | Steve Ward |
| Commissioner | James F. Cooke |

The Board will vote on this slate of officers at its Annual Meeting on May 23, 2023.

Resolution 2023-05-01 A Resolution Forming a Committee on Local Government Efficiency

Director Holly Cabel explained that Resolution 2023-05-01 forms the St. Charles Park District's Committee on Local Government Efficiency in accordance with 50 ILCS 70/1 *et seq.* This committee will include all District Commissioners, residents John Collins and Heather Rooney, and the District's administrative team who will provide its mandated report on local government efficiency no later than November 9, 2024 to the Kane and DuPage County Boards.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Resolution 2023-05-01 forming the St. Charles Park District's Committee

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

Employee Insurance Renewal with Intergovernmental Personnel Benefit Cooperative (IPBC)

Ms. Cabel recommended that the Board of Commissioners approve the IPBC's rate quote for District medical insurance with BCBS of IL; dental insurance with Delta Dental; life insurance with Securian and vision with VSP. She shared that a 17-month renewal from 8/1/2023 to 1/1/2025 for \$1,980,250 with payments to IPBC over 17 months with an average monthly expense of \$116,485 locks in the rate that is based on current employee plan selection.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the IPBC rate quote for employee medical, dental, vision and life insurance for 17 months as presented. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Recreation

No Business

Parks, Planning, and Facilities

Agenda Items g. Capital Equipment Purchase; h. Ordinance Authorizing Disposal of Personal Property Owned by the St. Charles Park District; i. Change Order #1 for Kehoe Playground Project; j. Change Order #1 for Delnor Woods and Timber Trails Project; k. Capital Vehicle Purchase; and l. Requests for Use

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve agenda items g through l *en gros*.

Mr. Ward asked Ms. Rudow whether change orders such as the one for Kehoe Playground project are normal. Ms. Rudow replied that they are in the current construction climate and when projects are bid so far ahead of when the construction takes place. Mr. Thomson asked about where the bikes on the disposal ordinance will go and Ms. Cabel replied that they will be donated to either patrons of the Teen Center or Lazarus House. Ms. McCarthy asked about the permitting process for special events in the park.

A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried approving the following: the purchase of a Toro Greensmaster 3320 that was specified and located through Sourcewell, contract #1181827, for \$44,735.34 less \$1,200 trade in value; Ordinance 2023-05-01 authorizing the disposal of personal property owned by the St. Charles Park District that include a John Deere 2500E and four adult bicycles; a changer order to the contract with M/M Peters Construction INC in the amount of \$10,973.36 to account for the increased cost of the poured-in-place material that was quoted in June 2022; a change order to the contract with Georges Landscaping in the amount of \$1,000.00 to account for the additional layout, footings and labor required for the change in equipment due to an obsolete piece; a purchase of Ford E-450 12 Passenger, Plus 2 Wheelchair on Board Shuttle Bus bids opened on May 2, 2023 from Midwest Transit Equipment, Kankakee, IL for \$111,916.00; and a request for use from St. Charles Democrats for the use of Mt. St. Mary Park for their annual St. Charles Democrats Family Summer Picnic on Sunday, July 16, 2023.

Correspondence

None

Director's Report

Ms. Cabel shared the newly released Summer 2023 Activity Guide. She also asked the Board if a ribbon cutting ceremony for Kehoe Park on June 27th prior to that evening's Board meeting worked for the Commissioners. They agreed to attend the ceremony and to move the meeting to Baker Community Center that evening.

Commissioner Comments

Bob Carne: Mr. Carne thanked the Celic family for their donation of *Yoga* by sculptor Pokey Park. He asked that staff training seasonal staff remind the teenagers that they are ambassadors of the District. Mr. Carne suggested pushing more marketing to pickleball players when courts are available, especially at Pottawatomie Park. He likes all the signs he sees in the parks and suggested more QR codes that are very effective. He suggested that some of the land/cash money be used to buy statues to place near the developments. He asked again about the status of the dragon boats on the Fox River and Ms. Cabel said that the River Corridor Foundation is working with the City to get the cost covered for the race for a potential event in 2024. He also wondered how we could make Gaffney field available to families or neighborhood groups to use when the District isn't using them.

Jim Cooke: Mr. Cooke wished everyone a happy spring.

Karrsten Goettel: No comments.

Peggy McCarthy: Ms. McCarthy remarked at how much the activity guide has to offer. She shared how she met a family on the golf course that comes with its extended family every Sunday to play golf and then go to dinner.

Bob Thomson: Mr. Thomson got an email from FVSRA that they earned \$24,000, not \$19,000, from its recent BBQ fundraiser. He shared that he walked around the entire East Side Sports Complex and was so excited to see all the activity happening out there.

Steve Ward: Mr. Ward shared that he has received some feedback from residents frustrated by the early spring cancellations of baseball games. He asked what residents could expect as far as turfed outfields at ESSC. Ms. Rudow explained that she could bring back costs to turf outfields to the next capital workshop. She also explained the draining process the District employed that seemed to minimize the number of cancellations this year. Mr. Ward then asked about when the bathroom/concession stand building will be completed at ESSC and Ms. Rudow said construction will begin after Labor Day and be completed by Memorial Day of 2024.

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: 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.

A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried. At 7:15 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Laura Rudow and Ashlee Wallace left the meeting at 7:15 pm.

The Board returned to Open Session at 7:53 p.m.

Other Business

No Business

Adjournment of Meeting

Mr. Cooke moved and Ms. McCarthy seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and President Goettel adjourned the meeting at 7:56 pm.


Secretary

Date Approved: May 23, 2023

