



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

May 23, 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 23, 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, Brian Charles, Jim Cooke, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent:

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, IT Manager Jeff Essig, Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

Other staff present: Pottawatomie Community Center Supervisor Lara Piner, Administrative Assistant to Parks Administration KC Hyer, Assistant Superintendent of Parks Jeff Goodrich, Farm Manager Alison Jones

Guests: Shawn Puri & Family, Adam McCarthy and Brigid McCarthy

Consent Agenda

Mr. Cooke moved and Mr. Charles 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 May 9, 2023
- Approval of Bills as of April 30, 2023

Account	Amount
CORPORATE FUND	\$ 265,743.58
RECREATION FUND	\$ 74,319.35
AUDIT	\$ 9,025.00
LIABILITY INSURANCE	\$ 40,471.08
SPECIAL RECREATION	\$ 71.48
REVENUE FACILITIES	\$ 56,649.82
NORRIS REC CENTER	\$ 15,130.16
SPORTSPLEX	\$ 5,616.85
CAPITAL	\$ 205,176.61
Total	\$ 672,203.93

- Approval of Cash and Investment Report as of April 30, 2023
- Approval of Revenue Expense Reports as of April 30, 2023

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

Public Appearances

None

Administration and Finance

Oath of Office

The Honorable Clint Hull, Chief Judge of the 16th Judicial Circuit, administered the Oath of Office to re-elected Commissioners Jim Cooke, Peggy McCarthy and Bob Thomson.

Election of Officers

Ms. McCarthy moved and Mr. Cooke seconded that the Board of Commissioners elect the following slate of officers for one year, effective immediately:

Position	Commissioner
President	Karrsten Goettel
Vice President	Bob Thomson
Secretary	Peggy McCarthy
Treasurer	Brian Charles
Assistant Secretary	Bob Carne
Assistant Treasurer	Steve Ward
Commissioner	Jim Cooke

A voice vote was taken and unanimous aye votes were cast. The motion carried.

Appointment of Committees by Board President

President Goettel appointed the following Commissioners to serve as liaisons to the following organizations and committees:

Organization	Commissioner
FVSRA	Bob Thomson/Ron Skubisz
STC History Museum	Bob Carne
STC Park Foundation	Jim Cooke
STC Business Alliance	Holly Cabel
STC Arts Council	Holly Cabel
STC Housing Commission	Karrsten Goettel
STC River Corridor Foundation	Peggy McCarthy
Baker Community Center	Brian Charles

Volunteer of the Year

Volunteer Coordinator Lara Piner and Farm Manager Alison Jones recognized eighth grader Shawn Puri as the District’s Volunteer of the Year, for his commitment to volunteering at Primrose Farm, assisting with farm chores, camps and programs.

Shawn Puri & family, Lara Piner and Alison Jones left the meeting at 6:50 p.m.

Resolution Honoring Assistant Superintendent of Parks Jeff Goodrich

Resolution 2023-05-02 honors Assistant Superintendent of Parks Jeff Goodrich, who will retire June 9, 2023 after serving the St. Charles Park District residents for over 25 years. President Goettel, Ms. Cabel and Mr. Cooke shared sentiments regarding Mr. Goodrich's contributions to the District over the past 25 years. President Goettel read the resolution. Mr. Goodrich said it was a joy to serve the District and joked that every day his job is "a walk in the park."

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Board of Commissioners pass Resolution 2023-05-02 honoring retiring Assistant Superintendent of Parks Jeff Goodrich. A voice vote was taken and unanimous aye votes were cast. The motion carried.

Judge Hull left the meeting at 6:55 p.m. Jeff Goodrich and KC Hyer left the meeting at 6:58 p.m.

Acceptance of FY2022 Audit

Mr. Carne moved and Mr. Ward seconded that the St. Charles Board of Commissioners accept the FY2022 Audit as presented. A roll call vote was taken. Aye: Carne, Charles, Cooke, Thomson, McCarthy, Ward and Goettel. Nay: none. The motion carried.

NRPA 2023 Annual Conference Attendance Approval

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Board of Commissioners approve Holly Cabel, Laura Rudow and Mike Kies to attend the NRPA Annual Conference in October 2023. A voice vote was taken and unanimous aye votes were cast. The motion carried.

Recreation

Parks, Planning, and Facilities

Ordinance 2023-05-02 Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Ms. Rudow explained that the taxidermy black bear at Hickory Knolls Discovery Center has seen better days and another park district is interested in it. The bear was originally donated to St. Charles Park District and the original owner does not want it back, so Ms. Rudow would like to pass it on to the interested park district.

Mr. Thomson moved and Mr. Carne that the St. Charles Board of Commissioners approve Ordinance 2023-05-02. A voice vote was taken and unanimous aye votes were cast. The motion carried.

Change Order #2 for Kehoe Playground Project

Ms. Rudow asked the Board to consider a changer order to the contract with M/M Peters Construction INC in the amount of \$3,950 for the addition of concrete curbing around the rocket due to unforeseen conditions once footings to the structure were exposed. Mr. Cooke asked for clarification and Ms. Rudow explained that the curbing will create a landscaping bed around the rocket.

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Board of Commissioners approve Change Order #2 to the contract with M/M Peters Construction in the amount of \$3,950. A roll call vote was taken. A voice vote was taken and unanimous aye votes were cast. The motion carried.

Sportsplex Electrical Switch Gear

Ms. Rudow explained that per the 2023 Capital Plan, bids were solicited to put new electrical switch gear at Sportsplex. Although the bid came under budget and under the \$30,000 threshold for needing board approval, because it was put out for a formal bid, staff asks for Board approval.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Board of Commissioners approve the contract with Kellenberger Electric in the amount of \$26,500 to install new electrical switch gear. A roll call vote was taken. Aye: Carne, Charles, Cooke, Thomson, McCarthy and Ward. Nay: none. Mr. Goettel abstained. The motion carried.

Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz reviewed the April usage report for the golf course. Usage is the second highest in eighteen years. Good weather has contributed to the 44% usage rate for April. The women's league has 120 members with 80 golfers each week. Pass sales have been strong thus far and given that May and June normally have the highest pass sales, Mr. Skubisz is very optimistic for a great season. Ms. McCarthy asked if there are enough golf carts for patrons and Mr. Skubisz responded that although someone might have to wait for a short time to use one, there has never been a time when one wasn't available for a golfer to use.

Special Reports

Fox Valley Special Recreation

Mr. Thomson said that the FVSRA Board approved the next year's budget, organizational chart and Board officers. FVSRA received a \$10,000 grant from Northwestern Medicine and another \$10,000 from Will County COVID funds. FVSRA's next fundraiser will be August 25th Beach Party at the Prisco Center from 6-9 p.m.

St. Charles History Museum

Mr. Carne said the History Museum's priority continues to be its search for a Director. The Holiday Gala is December 8th.

St. Charles Park Foundation

Ms. Cabel said that the trustees approved the purchase of a bike rack for Kehoe Park and another for Timber Trails Park. The next fundraiser is an Eat 'n Earn at Portillo's on Wednesday, May 24. The Foundation is hosting a fundraiser aboard the paddlewheel boat on July 21st and there are only 18 tickets left.

St. Charles Arts Council

Ms. Cabel said that although the weather wasn't great, approximately 100 people participated in the Paint the Riverside event on May 13th. The Arts Council is busy preparing for the Fine Arts Show this weekend.

St. Charles Business Alliance

Ms. Cabel shared that the SCBA is also busy preparing for the upcoming Fine Arts Show, which will include 100 vendors, live muralist painting, paint-a-car event and seven artists painting landscapes during the event..

River Corridor Foundation

Ms. Cabel shared that the RCF finished its lecture series last week with Ryan Solomon's presentation on the ecology and fishing on the river. The RCF is researching where it might install an osprey stand in the area.

Baker Community Center

Mr. Charles said the Baker Trustees meeting was May 18th. He reviewed the capital projects that were completed at BCC this past year, including a sidewalk and window replacement. He shared the compliments that the Trustees had for District staff Holly Cabel, Randy Braun, Erika Young and Jenny Santos. He also said that the Trustees are excited to get started planning the 100 year anniversary of the BCC and are eager to work with the History Museum to delve into the history of the BCC.

Correspondence

Ms. Cabel shared a letter written by Mary Ochsenschlager, the District's first naturalist. She wrote Ms. Cabel to share that during a recent visit to Ferson Creek Fen with the District's naturalist Ryan Solomon, she was astounded by the knowledge of the staff and the work that's been done there. She also shared an email that was sent earlier this month by a former St. Charles resident who moved out of state last year. The woman wrote to ask about when the Ghoulish Gallery of Homes event will take place in October because she wants to plan a trip back to St. Charles, as it is her family's favorite event of the year and they miss it now that they live in Tennessee.

Director's Report

Ms. Cabel shared that Tim Timberlake has resigned his position as Supervisor of Park Safety, effective May 29, to take a position as head of security at the Nashville Zoo. She said Tim has worked at the District for 21 years and he will be greatly missed. She invited the Commissioners to a farewell lunch for Tim on Thursday, May 25 from 12-2pm at PCC. She also reminded the Commissioners that the retirement lunch for Jeff Goodrich is June 7th at BCC. Lastly, she shared information about the changes to the July 4th celebration. She distributed a FAQ sheet written to answer questions the public might have about the fireworks being launched from Langum Park. Ms. Cabel added that there will not be a VIP viewing party this year to allow staff to assist with operations this year. Staff will be strategically placed at different sites to determine the best viewing areas for patrons next year.

Commissioner Comments

Bob Carne: Mr. Carne congratulated Commissioner Jim Cooke for winning the Charlemagne Award. He asked about CPR classes for the public and suggested that they be held at NRC, Sportsplex and HKDC to expose the public to these facilities. Mr. Thomson asked if we require our Associated Organizations to be CPR certified and the response was yes, it is in their contracts. Mr. Carne suggested that the farm produce its own designer compost for fertilizer to sell. Ms. Rudow said that the farm staff creates a pile of compost which the gardeners using the adjacent garden plots can take. He also suggested that staff be sent to other towns in the Midwest to see other park designs. Mr. Carne shared a request from the Hardy Foundation for suggestions on where patrons might park for their fundraiser in Mt. St. Mary Park in August and that the District shares a blurb on social media regarding the event.

Brian Charles: Mr. Charles did not have any comments.

Karrsten Goettel: Mr. Goettel congratulated Mr. Cooke for winning the Charlemagne Award and said he was very appreciative of the kind words in his speech thanking the entire Board and Staff for their contributions to the District.

Jim Cooke: Mr. Cooke thanked everyone for their kind words and was humbled by receiving the Charlemagne Award.

Peggy McCarthy: Ms. McCarthy said she was so happy that Mr. Cooke won the Charlemagne Award. She thought it was a wonderful evening.

Bob Thomson: Mr. Thomson also congratulated Mr. Cooke and said that he was the fifth Commissioner to win the award!

Steve Ward: After congratulating Mr. Cooke, Mr. Ward also congratulated Mr. Skubisz for the Civic Image Award the District won for the Golf Plaza renovation. He mentioned that he saw that Mt. St. Mary Park attracted lots of Geneva High School students for prom pictures.

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)(5): the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried. At 7:49 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Erika Young left the meeting at 7:53 p.m. after taking pictures of the Commissioners.

The Board returned to Open Session at 8:13 p.m.

Other Business

None

Adjournment of Meeting

Ms. McCarthy moved and Mr. Charles seconded that the meeting be adjourned. Unanimous aye votes were cast and President Goettel adjourned the meeting at 8:14 p.m.


Secretary

Date Approved: June 13, 2023