



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

June 27, 2023 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Baker Community Center on June 27, 2023. At 6:38 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, Incoming Superintendent of Finance & Administration Ashlee Wallace, IT Manager Jeff Essig, Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present:

Guests:

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 June 13, 2023
- Approval of Bills as of May 31, 2023

Account		Amount
CORPORATE FUND	\$	325,577.88
RECREATION FUND	\$	91,996.40
AUDIT	\$	1,900.00
LIABILITY INSURANCE	\$	684.00
SPECIAL RECREATION	\$	1,278.15
DEBT SERVICE FUND	\$	476.75
REVENUE FACILITIES	\$	115,274.31
NORRIS REC CENTER	\$	201,928.10
SPORTSPLEX	\$	10,418.43
CAPITAL	\$	193,936.29
Total	\$	943,470.31

- Approval of Cash and Investment Report as of May 31, 2023
- Approval of Revenue Expense Reports as of May 31, 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

Naming of Field #6 at East Side Sports Complex

The Kevin White Foundation requests that field #6 at ESSC be named after Kevin White, former St. Charles North High School baseball player that passed away in August 2022. The Commissioners discussed the current policy and procedures for naming fields and parks, as well as precedents for naming. The Commissioners agreed that the policy & administrative regulations need to be reviewed. Ms. Cabel added that she has not received proposed text for a plaque that would be displayed on the field from the Foundation yet, but she will bring it back to the Board for review.

Ms. McCarthy moved and Mr. Carne seconded that the St. Charles Board of Commissioners approve the naming of field #6 at East Side Sports Complex after Kevin White, subject to review and approval of text and plaque dimensions. A roll call vote was taken. Aye: Carne, Charles, Cooke, Thomson, McCarthy, Ward and Goettel. Nay: none. The motion carried.

2022 Annual Review

Director Holly Cabel presented the 2022 Annual Review based on data from the FY2022 Audit. She shared that this two-page document would replace the internal end-of-the-year review that has been typically produced in December using unaudited numbers. This new document can be used externally to share the District's accomplishments and for marketing purposes.

Board Policy & Admin Regulations 4010: Procurement Update

Mr. Cooke moved and Mr. Charles seconded that the St. Charles Board of Commissioners approve Board Policy & Administrative Regulations 4010: Procurement as presented. A voice vote was taken and unanimous aye votes were cast. The motion carried.

TeqWorks Contract Renewal

IT Manager Jeff Essig proposed the renewal of the contract with TeqWorks for Managed IT Services for one year for \$82,944, with option to renew every one year. Ms. Cabel added that Mr. Essig polled the employees to get their opinion of TeqWorks' services and the overall feedback was very positive.

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Board of Commissioners approve the one-year renewal of the contract with TeqWorks for managed IT services for \$82,944. A roll call vote was taken. Aye: Carne, Charles, Cooke, Thomson, McCarthy, Ward and Goettel. Nay: none. The motion carried.

Recreation**NAEYC Conference Attendance**

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Board of Commissioners approve Kara Guizzetti-Reif's attendance at the 2023 NAEYC Annual Conference in Nashville, TN, on November 15-18. A voice vote was taken and unanimous aye votes were cast. The motion carried.

Monthly Usage Report

Superintendent of Recreation Mike Kies reviewed May usage reports for River View Miniature Golf and Paddlewheel Riverboats. River View Miniature Golf opened on May 6, 2023 and the number of paid admissions, boat rentals and concessions sold is up over 2022. Mr. Ward asked if the District has gone cashless and Ms. Camm responded that after reviewing the sales reports, cash is used almost 50% of the time. Ms. Wallace added that going cashless would mean the District would have to provide a card system for purchases that would incur fees. Mr. Kies reported that the Riverboats usage is up 20% over 2022, with over 1,000 guests so far. He added that the team continues to dial in on usage to find the peak times to offer cruises. He said the new captain is doing well and that he passed the Coast Guard review on June 12th. The new wireless sound system has made it easier for presenters on the cruises to move around while speaking to the patrons aboard the boat. Mr. Ward asked about whether private charters take the place of public cruises and Mr. Kies responded no; sunset cruises will be offered during times when private charters are not booked.

Parks, Planning, and Facilities**Hickory Knolls Discovery Center Project Update**

Superintendent of Parks & Planning Laura Rudow presented the concept plan for the new early childhood program space, front desk relocation and lobby improvements at HKDC. She said the project is ready to go out for bid. The actual finishes for flooring, paint and furniture will be determined once a contractor is chosen. Mr. Carne inquired about the budget for the project, which is \$750,000 and expected completion date is the end of 2023.

Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz reviewed the May usage report for the golf course. Green fees generated are highest in 15 years. The weather has contributed to the high usage rates. The women's league averages 90 players a week; the men's averages 50. The golf simulator has generated the income to have paid for it completely. June totals are trending like May's. The golf course is still looking really good because of the grounds crew care.

Special Reports**Fox Valley Special Recreation**

Mr. Thomson said there wasn't a meeting this month due to lack of agenda items. He encouraged Commissioners and staff to attend the FVSRA Day in the Park on July 19 from 10-1 pm at Pottawatomie Park. The FVSRA Foundation's annual fundraiser, Beach Party Bingo, is on August 25th from 6-9 pm at Prisco Center.

St. Charles History Museum

Mr. Carne said the History Museum has resumed its Saturday walking tours.

St. Charles Park Foundation

Mr. Cooke attended the last meeting and said the Foundation has several fundraising projects going on. Ms. Cabel added that the upcoming fundraiser is July 21st aboard one of the riverboats and will benefit the District's native plant garden behind Pottawatomie Community Center. She also said that the Foundation has purchased a rocket themed bike rack for Kehoe Park and another bike rack for Timber Trails.

St. Charles Arts Council

Ms. Cabel said the Council's banner project sold 100 banners at \$20 each and banners will be displayed along the river starting July 24th. The Council will host a gala in August.

St. Charles Business Alliance

Ms. Cabel shared that there is a dedication of the mural painted on the back wall of Duke's of Northwoods on June 30th at 9am.

River Corridor Foundation

Ms. McCarthy shared that the RCF finished its very successful lecture series and will start planning in August for next year's series. She added that they are working on improving their social media presence.

Correspondence

None

Director's Report

Ms. Cabel welcomed Ashlee Wallace to her first official meeting as the new Superintendent of Finance & Administration for the District. Ms. Wallace will shadow Cathy Camm until Cathy retires on August 3. Ms. Cabel thanked Laura Rudow for leading the Kehoe Park renovation project and Jenny Santos for her help with the community input process. Ms. Cabel said the employee appreciation picnic last week at Riverbend Community Park was a huge success and it was nice to see so many people gathered together.

Commissioner Comments

Bob Carne: Mr. Carne began by congratulating the staff on a great job at Kehoe Park and with the grand re-opening ceremony. He said he attended a wedding at Mt. St. Mary Park on Saturday evening and he said the park looked beautiful and other guests commented on how clean the bathroom was. Mr. Carne reiterated that he would like to see the marketing department team up with WGN to provide live feeds around Pam Otto's appearances on WGN. He shared feedback from residents who really enjoyed the movies in the park series. He commented on how spotless James O. Breen Community Park is. Lastly, he shared an idea to have high school kids film commercials aboard the riverboats to promote on our YouTube channel which would promote the riverboats while giving the high schoolers experience.

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

Karrsten Goettel: Mr. Goettel thanked the staff for their hard work on Kehoe Park and the opening festivities.

Jim Cooke: Mr. Cooke commented that he drives by Kehoe Park several times a day and it is never empty. He noticed that the kids seem to love the water table. He wished everyone a Happy 4th of July.

Peggy McCarthy: Ms. McCarthy said that the Sculpture in the Park reception was great, from the food & wine to the number of people who attended. She suggested that the District provide a booklet with the names of the artists and their sculptures. She also inquired about how the testing of the fireworks went on June 13th.

Bob Thomson: Mr. Thomson agreed with previous positive comments about Kehoe Park and the opening ceremony. He said he's read a lot about pickleball courts opening up in vacated buildings such as shopping centers and furniture stores. He wondered if that was something the District should be looking into and suggested that staff go look at the new facility that opened in Algonquin.

Steve Ward: Mr. Ward echoed the comments about Kehoe Park and said he overheard a lot of positive feedback from the patrons at the park tonight. Mr. Ward shared he know of a group of pilots who would like to help with fundraising projects for the parks. Mr. Ward then asked if there is a solution to the issue of keeping spectators safe from foul balls at ESSC. Ms. Rudow shared that staff are looking into options and will bring those to the capital workshop in the fall.

Executive Session

None

Other Business

None

Adjournment of Meeting

Mr. Thomson moved and Mr. Charles seconded that the meeting be adjourned. Unanimous aye votes were cast and President Goettel adjourned the meeting at 7:49 p.m.


Secretary

Date Approved: July 11, 2023

