



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

July 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 June 11, 2023. At 6:39 p.m., Vice President Bob Thomson called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Jim Cooke, Karrsten Goettel (arrived 6:40 p.m.), 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:

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 27, 2023

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

Public Appearances

Superintendent of Recreation Mike Kies presented a check for \$517 to the Board of Commissioners on behalf of Dick Pond Athletics. This donation to the Park Foundation is from proceeds from the Hickory Knolls Trail Run that was a great success with 137 runners that included a family run, a 5K and a 10K. The Commissioners thank Dick Pond Athletics for their donation and continued partnership with the District.

Administration and Finance

Change Order Request for Door Access Project

Technology Manager Jeff Essig asked the Board to consider a change order for \$12,783.00 to Blade Technologies related to the Door Access project. The additional cost came from the need to add several doors to the project.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the change order to \$12,783.00 to Blade Technologies. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Ordinance 2023-07-01 Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2023-07-01 authorizing the disposal of personal property owned by the St. Charles Park District. 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

Comprehensive Master Plan & Capital Project Update

Superintendent of Parks & Planning Laura Rudow reviewed the completed capital projects year-to-date, the projects currently out to bid or in progress, and new capital expenses aside from the plan.

The projects completed thus far in 2023 include: the LED light retrofit at Denny Ryan Service Center; the water line to the propagation area at Hickory Knolls Discovery Center; the shade structure for pickleball at James O. Breen Community Park; the Kehoe Park renovation; all aquatic projects except for the Otter Cove Aquatic Park boilers; Pottawatomie Community Center front entrance concrete; landscaping and lighting; PCC Board room furniture; and new roof on Sportsplex lower level.

Projects that are current out to bid or in progress include: Delnor Woods and Timber Trails playgrounds are set for delivery in the beginning of August and once received, construction will begin; community input complete and new playground ordered for Thornwood Grove in South Elgin with a plan for installation in early spring; Sportsplex switch gear is ordered and waiting on delivery to install; relocating vault bathrooms from Primrose Farm to Primrose Farm Park near the court area; Davis Park improvements out for bid; Hickory Knolls Renovation Project out for bid; Baker Field Park renovations should start in two weeks and will be surveying residents specifically about current backstop fencing; Ferson Creek boat rack has arrived, but waiting on IDNR permit to install; Primrose Farm Agricultural Education Center's bid package is complete and will be out for bid on July 20; working on civil engineering to bring water and sanitary to the site of the ESSC restroom/concession stand; bid for sandblasting the paddlewheel boats will go out end of July for project start date in October; and first draft of plan for the 18-hole disc golf course at the 88-acres has been drawn and will be ready for the fall capital workshop.

A capital project that was not included in the 2023 budget but opportunity exists to implement this year is a cricket pitch at Riverbend Community Park. The project can be completed this year for under \$25,000. The well pump and motor that provides water to the dog park and community garden plots at James O. Breen Community Park needs to be replaced and will cost \$18,000. This replacement is an emergency expenditure and we hope to have complete by the end of this week.

Correspondence

Ms. Cabel shared a letter written by a patron thanking a golf course employee, Cheryl Geier, for the time she took with him to show him around the golf course.

Director's Report

Ms. Cabel reminded the Commissioners that July 19th is the FVSRA Day in the Park and invited them to stop by to see the activity in the park. July 21st is the Park Foundation's fundraiser aboard the paddlewheel boat and encouraged Commissioners to attend. Ms. Cabel then thanked Mike Kies and Laura Rudow for their leadership through the changes to the July 4th fireworks display. Mr. Kies said that the new location worked well for the community and shared some insights into the operations that will be useful in making next year's event run even more smoothly. Lastly, Ms. Cabel shared that she will be out of town August 4th through 11 and polled the Commissioners for their availability for the July 25th and August 8th meetings. Commissioners agreed that to wait until closer to the July 25th meeting to see if there will be quorum before canceling the meeting.

Commissioner Comments

Bob Carne: Mr. Carne commented that the video tribute to Doc the Horse was really well done, that it was sweet and showed how much the District cares for its animals. He suggested that the Commissioners honor the Breakfast Rotary Club for their contributions to the District. He commended the staff for the success of the July 4th fireworks and shared that he got lots of compliments about them.

Jim Cooke: Mr. Cooke applauded the whole staff for the recent Kehoe Park renovation and grand opening as well as the July 4th fireworks display.

Karrsten Goettel: Mr. Goettel appreciates all the work the staff put in the past six months working to keep the fireworks downtown and making it a success. He also told Cathy Camm that it has been a pleasure working with her.

Peggy McCarthy: Ms. McCarthy echoed previous comments about the fireworks and thanked the staff for engaging so respectfully with the community and each other. She was impressed by the signs all over town announcing that the fireworks were being launched from Langum Park. She said Ms. Camm has been wonderful to work with.

Bob Thomson: Mr. Thomson said that the ribbon cutting at Kehoe Park was the biggest one he's ever attended and was pleased to see so many alderpeople attend. He mentioned that he was walking through ESSC this weekend and a couple from Wheaton asked him a question and then said that ESSC was one of the nicest sports complexes they've ever seen.

Steve Ward: Mr. Ward gave kudos to the staff because all he heard was positive feedback about the fireworks. He also shared that he and his family went on a cruise aboard one of the paddlewheel boats and said it was a good experience, Captain Steve was very polite, the audio tour was neat and the boat was packed.

Executive Session

Mr. Thomson 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 120/2: Section(c)(11) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried. At 7:40 p.m., the Board temporarily adjourned to proceed to the Executive Session.

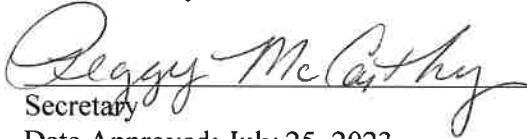
Jeff Essig and Ron Skubisz left the meeting at 7:40 p.m.

The Board returned to Open Session at 7:49 p.m.

Other Business

Adjournment of Meeting

Mr. Carne moved and Mr. Ward seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and President Goettel adjourned the meeting at 7:50 p.m.


Secretary

Date Approved: July 25, 2023