



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

July 25, 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 July 25, 2023. At 6:33 p.m., Vice President Bob Thomson called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Brian Charles, Jim Cooke, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Karrsten Goettel

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

Other staff present: Partnership & Sponsorship Supervisor Carina Graham, Assistant Superintendent of Recreation Melissa Caine, Sportsplex & River View Miniature Gold Supervisor Cayla Greenfield and Youth and Aquatics Supervisor Andrew Little

Guests:

Consent Agenda

Mr. Cooke moved and Mr. Ward 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 July 11, 2023
- Approval of Bills as of June 30, 2023

Account	Amount
CORPORATE FUND	\$ 324,737.63
RECREATION FUND	\$ 95,531.04
LIABILITY INSURANCE	\$ 146,713.92
SPECIAL RECREATION	\$ 197,012.26
DEBT SERVICE FUND	\$ 250,803.26
REVENUE FACILITIES	\$ 172,484.84
NORRIS REC CENTER	\$ 18,884.14
SPORTSPLEX	\$ 7,558.86
CAPITAL	\$ 425,480.85
Total	\$ 1,639,206.80

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

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

Public Appearances

Superintendent of Mike Kies introduced the new Aquatics & Youth Supervisor Andrew Little. Mr. Little comes to the District with extensive experience in aquatic programming. The Commissioners welcomed Mr. Little to the St. Charles Park District.

Administration and Finance

2023 Mid-Year Financial Report

Superintendent of Finance & Administration Cathy Camm presented the 2023 Mid-Year Financial Report. Director Holly Cabel first shared a list of the District's long-term goals that showed which of the supporting projects and tasks have been completed through June 30.

Ms. Camm shared the following information from the financial report:

- District Overview:
 - Revenues and expenses are up 9% and 11% compared to 2022; revenues are at 62% of budget and expenses are at 39% of budget
 - Thus far in 2023, reliance on taxes for revenue is down to 52% of the budget compared to 56% and 63% in 2022 and 2021
- General Fund:
 - Interest income is up
 - Thomson turf rentals are up; Baker Community Center rentals are down due to loss of recurring weekly rental
 - Mowing & contractual expenses are up
 - HKDC program revenues are up due to success of nature playschool, expansion of camp program and spring field trips; facility rental income down to shortened availability of evening rentals and the anticipation of the renovation project
 - Primrose Farm revenues are up due to new family programs and increase in demand for summer farm camps; expenses are up to general increase in hay and grain expenses, specialized diets for lambs and the care of elderly horse
- Recreation Fund:
 - Revenues are up for the first half of the year 10% compared to 2022
 - Areas with increased revenues are: PCC & Haines rentals, AAC trips, athletic programs, camps, dance, early childhood programs, Baker Station and youth special interest programs
- Revenue Facilities Fund:
 - Revenues exceed prior year by 14% due to optimal weather conditions with minimal facility closures during the start of the season
 - Paddlewheel Riverboats: public cruises exceed prior years; private charters are slightly under 2022; total expenses are less than prior year
 - River View Miniature Golf: daily admission revenues that increased over the past few years have stabilized but the number of boat rentals increased; expense increases due to replacement of the pond filtration pump

- Pottawatomie Golf Course: revenue increases are due to participation and fee increases
- Aquatic Facilities: combined admission and pass revenues exceed prior year at both facilities; Swanson rentals have decreased; concession sales continue to be strong; total wages have increased over 2022
- Sportsplex: facility rentals and program revenues are up over prior year; daily admissions have almost doubled over the previous two years
- Norris Rec Center:
 - Operating at a net surplus exceeding the prior three years
 - Membership revenues up 21% and membership numbers up 10%
 - Tennis program revenues down; swim program revenues down due to the timing of receipts
- Capital Fund:
 - Capital expenses are in vehicles & equipment; technology-door access system; Otter Cove improvements; Primrose Farm projects and Kehoe Park renovation

Ms. McCarthy asked about Baker Community Center & Hickory Knolls Discover Center rentals going down and Ms. Cabel responded that the church that was renting every Sunday at BCC disbanded and the hours for HKDC were shortened due to staffing issues and appropriateness of having the facility open until midnight. Mr. Carne commented on the percentage of revenue generated from the tax base versus programming and wondered how the District is addressing that as expenses continue to rise. Ms. Camm explained that staff are expected to budget for a 30% cost recovery when planning programs.

Sponsorship & Partnership Mid-Year Report

Partnership & Sponsorship Supervisor Carina Graham presented the Mid-Year Report. Revenue generated through sponsorship of community events is up due to the increase in concert sponsorships. Sponsorship of facility events is up as well. There has been a slight decrease in donations due to the Paul D. Foundation and the For Scout Foundation no longer supporting aquatics programming. Mr. Carne suggested that a sponsorship program at the pickleball courts would generate money from physical therapists.

Sculpture Donation

Public Relations & Marketing Manager Erika Young informed the Commissioners that a local couple, Bill and Sharon Coyer, would like to donate the sculpture St. Charles Statue, valued at 15,000. They request that it be installed permanently at Mt. St. Mary Park. Ms. Young shared a map of the park and proposed a location for the sculpture. The Commissioners agreed on a location in Mt. St. Mary Park where a new pad will be poured for the permanent display.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Board of Commissioners accept the donation of the sculpture St. Charles Statue for permanent installation in designated location in Mt. St. Mary Park. A voice vote was taken. Unanimous aye votes were cast and the motion carried. The Commissioners thank the Coyers for their generous donation.

2023-07-01 IMRF Resolution

Ms. Cabel said that Illinois Pension Code (40ILCS 5/7-135) requires that the governing body of each IMRF employer appoint an authorized agent to oversee the administration of the program.

Resolution 2023-07-01 appoints Ashlee Wallace as the new authorized agent, effective immediately.

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Board of Commissioners approve Resolution 2023-07-01 appointing Ashlee Wallace as the IMRF authorized agent. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Personnel Manual Update

Ms. Camm presented a summary of the changes made to the Personnel Manual. The formal name of the manual has changed from Personnel Practices Manual to Personnel Manual. Each policy was reviewed and updated for grammar, clarification and gender-neutral pronouns. Changes to the content of the policies reflect updated laws and current practices.

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Board of Commissioners approve the changes to the Personnel Manual Update as presented. A voice vote was taken. Unanimous aye votes were cast and the motion carried. The motion carried.

East Side Sports Complex Field #6 Plaque Proof

Ms. Cabel said The Kevin White Foundation has submitted for Board review a proof of the plaque to be hung at ESSC Field #6. Mr. Carne asked staff for their opinion about the plaque, to which staff responded that they think it is appropriate. Mr. Thomson asked where it will go and Ms. Cabel replied that the plaque will be hung in the dugout of field #6.

Mr. Carne moved and Mr. Charles seconded that the St. Charles Board of Commissioners approve the language on the plaque to be hung on Field #6, named after Kevin White. A voice vote was taken. Unanimous aye votes were cast and the motion carried. The motion carried.

Recreation

Request for Use of Sportsplex

Mr. Kies said that the Jarrett Payton Foundation has formally requested the use of Sportsplex for the purpose of hosting their annual Bag the Bullies Bean Bag Tournament fundraiser on Saturday, September 9, 2023. The request is for a full facility rental along with the approval to sell, serve and consume alcohol along with fundraising. Commissioners asked questions regarding where the event was previously held, whether references were checked, who will serve the alcohol and what kind of insurance the event requires. Staff replied that the event had been previously held in Naperville, but that the venue is under renovation. References were checked and positive feedback was received. Insurance needed is the standard COI that is required of all renter providing alcohol. Mr. Kies added that the uniqueness of this request is because it is the first time that alcohol will be served at Sportsplex.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the Jarrett Payton Foundation's request to use Sportsplex on September 9, 2023. A voice vote was taken and unanimous aye votes were cast. The motion carried.

Melissa Caine, Carina Graham, Cayla Greenfield & Andrew Little left the meeting at 7:13 p.m.

Monthly Usage Report

Mr. Kies briefly reviewed June usage reports for River View Miniature Golf, Paddlewheel Riverboats, Swanson Pool and Otter Cover Aquatic Park as Ms. Camm covered similar information in the Mid-Year Financial Report. Overall, usage at all facilities continues to outpace 2022 numbers. When the Paddlewheel Riverboats don't sell a private charter, they will offer Wine Down Wednesday and Sunset Cruises. Additionally, average passenger count per cruise is 3 patrons more than last year's average. At River View Miniature Golf, the number of admissions is slightly lower than last year, possibly due to high usage by the day campers. However, the number of twilight admissions is up. Concession sales continue to be strong at each facility. The Princess & Pirate Cruise was a splashing hit. 136 rounds of mini-golf were upsold from Riverboats to RVMG. Mr. Carne suggested that the staff be incentivized to upsell other facilities.

Parks, Planning, and Facilities

2023-07-02 Resolution for 2024 OSLAD Grant Application

Superintendent of Parks & Planning Laura Rudow asked the Board to consider Resolution 2023-07-02 authorizing the submittal of an application for the IDNR FY2024 OSLAD Grant cycle for the purpose of developing new park amenities at East Side Sports Complex.

Mr. Cooke moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve Resolution 2023-07-02 authorizing the submittal of the application for the FY2024 Grant cycle for the purpose of developing new park amenities at East Side Sports Complex. A voice vote was taken and unanimous aye votes were cast. The motion carried.

OSLAD 2024 Certification of Application

Ms. Rudow said that the application for the FY2024 OSLAD grant requires the signature of the chief elected officer that certifies that all statements contained in the grant are true.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners authorize Commissioner Thomson to sign the FY2024 OSLAD grant application on behalf of President Goettel. A voice vote was taken and unanimous aye votes were cast. The motion carried.

Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz reviewed the June usage report for the golf course. Total rounds in June 2023 were the highest in 13 years and 4.3% above 2023. Weekday rounds were 7.4% above 5-year average. Weekend rounds and twilight rounds totals are second highest in 12 years. Senior Monday rounds, punch card rounds & pass holder rounds are all significantly higher than the five-year average for each category. Riding cart rentals are 27% higher than the 5-year average. Lastly, Mr. Skubisz said that revenue typically exceeds expenses in August each year, but as of June 30, that benchmark has already been met.

Special Reports

Fox Valley Special Recreation

Mr. Thomson said Mr. Skubisz attended the FVSRA Board meeting this morning in his absence. Mr. Skubisz reported that the audit is almost completed. The St. Charles Park District received compliments from other agencies for its use of sensory pods for programs and events. There was a lot of discussion on how FVSRA can regain its certification.

St. Charles History Museum

Mr. Carne did not have a report.

St. Charles Park Foundation

Ms. Cabel reported that the Foundation had its first fundraiser aboard the Paddlewheel Riverboat last Friday night and it was a great success. Sixty guests joined Naturalist Ryan Solomon on a tour of the Native Garden behind PCC before taking a cruise on the river. Several local restaurants donated food, beverage or monetary donations for the event, including Onesti Entertainment, the Graceful Ordinary, the Water Bar, Costco and The Lewis.

St. Charles Arts Council

Ms. Cabel said the Council's fundraiser will be this Friday night and said tickets are still available. The banner project is on display behind the Graceful Ordinary along the river and off of Riverside Drive.

St. Charles Business Alliance

Ms. Cabel shared a copy of the Alliance's Destination Guide for the Commissioners to view.

River Corridor Foundation

Ms. Cabel said that annual river cleanup will be September 16th. The RCF has several concepts for the east bank redevelopment to review. The RCF is also discussing locations for an osprey stand.

Correspondence

Ms. Cabel shared an article about fishing in the Fox River that features Naturalist Ryan Solomon.

Director's Report

Ms. Cabel asked the Board if they will be able to attend the August 8 Board meeting. There are two Commissioners who will be absent and she wants to make sure there is quorum for the meeting. She will reach out to Commissioners next week to confirm their availability for the meeting. She wished Mike Kies and Erika Young a happy birthday. She followed with a heartfelt thank you to Cathy Camm for her nine years of service to the District. Ms. Camm will retire on August 3, 2023.

Commissioner Comments

Bob Carne: Mr. Carne asked Ms. Rudow if she received other feedback about the OSLAD grant besides the desire for bathrooms at ESSC. Ms. Rudow replied yes and will consider all the feedback as they develop a concept plan to bring back to the community. Mr. Carne also gave kudos to the Otter Cove Aquatic Park for keeping the facility spotless.

Brian Charles: Mr. Charles thanked Ms. Camm for her service to the Park District and wished her well in her retirement.

Jim Cooke: Mr. Cooke echoed Mr. Charles's sentiments.

Peggy McCarthy: Ms. McCarthy added that Ms. Camm always brought a level of professionalism and calmness to each meeting.

Bob Thomson: Mr. Thomson shared his thoughts on retirement with Ms. Camm.

Steve Ward: Mr. Ward congratulated Ms. Camm on her retirement.

Executive Session

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Board of Commissioners 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)(1) possible action on appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

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

At 7:41, the Board temporarily adjourned to a closed session.

Cathy Camm, Jeff Essig, Mike Kies, Laura Rudow, Jenny Santos, Ron Skubisz & Erika Young left the meeting at 7:41 p.m.

Other Business

None

Adjournment of Meeting

Mr. Cooke moved and Mr. Ward seconded that the meeting be adjourned. Unanimous aye votes were cast and Vice President Thomson adjourned the meeting at 7:58 p.m.


Secretary

Date Approved: August 22, 2023

