



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

August 22, 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 August 22, 2023. At 6:33 p.m., President Karrsten Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

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

Commissioners absent: Bob Carne

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

Other staff present: Assistant Superintendent of Parks Fred Ekberg, Horticulture Assistant Caroline Philbin

Guests: Amy & Desi Ekberg

Consent Agenda

Mr. Charles 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 July 25, 2023
- Approval of Bills as of July 31, 2023

Account	Amount
CORPORATE FUND	\$ 140,876.64
RECREATION FUND	\$ 148,776.98
LIABILITY INSURANCE	\$ 825.00
REVENUE FACILITIES	\$ 163,340.31
NORRIS REC CENTER	\$ 4,194.66
SPORTSPLEX	\$ 24,159.51
CAPITAL	\$ 183,628.27
Total	\$ 665,801.37

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

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

Public Appearances

Superintendent of Parks Laura Rudow introduced Fred Ekberg, new Assistant Superintendent of Parks. Mr. Ekberg comes to the St. Charles Park District after 26 years in the Rockford Park District. Ms. Rudow then introduced Caroline Philbin, new Horticulture Assistant, who comes from Palatine Park District. Ms. Rudow mentioned how pleased each of the new employee's supervisors are to have them part of the parks department team. The Commissioners welcomed Mr. Ekberg and Ms. Philbin.

Caroline Philbin, Fred Ekberg & family left the meeting at 7:40 p.m.

Administration and Finance

Thompson Turf Agreement with CUSD303

Superintendent of Finance & Administration Ashlee Wallace explained that agreement with CUSD303 for the use and rental of the Thompson Turf fields was up for renewal. The changes to the agreement were made to reflect the summer hours needed by both parties and to update the revenue share to be a 50% of net profit instead of percentage or flat rate. She asked the Commissioners to approve the amended and restated agreement for another five years, to expire on December 31, 2028.

Mr. Charles moved and Mr. Cooke seconded that the St. Charles Board of Commissioners approve the Amended and Restated Thompson Turf IGA with CUSD303 for a term to expire on December 31, 2028. A voice vote was taken and the motion carried unanimously.

Resolution 2023-08-01 for Local Government Customer of BMO Harris Bank, NA

Resolution 2023-08-01 certifies that Ashlee Wallace is the duly appointed keeper of the official books and records of the St. Charles Park District and names her, President Karrsten Goettel, Director Holly Cabel, Accounting Manager Sue DellaFranco and Secretary Peggy McCarthy as Authorized Officers for banking activities with BMO Harris Bank, NA.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Board of Commissioners approve Resolution 2023-08-01. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Resolution 2023-08-02 Designating Principal Authority of IL Funds

Resolution 2023-08-02 designates Ashlee Wallace Principal Authority of IL Funds. Board action is requested.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Board of Commissioners approve Resolution 2023-08-02. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Resolution 2023-08-03 Designating Authorized Persons of MBS, Inc.

Resolution 2023-08-03 designates Ashlee Wallace, Holly Cabel and Sue DellaFranco as Authorized Persons to conduct business with Multi-Bank Securities, Inc (MBS) on behalf of the District.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Board of Commissioners approve Resolution 2023-08-03. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Board Policy 2007: Meetings via Electronic Means Remote Attendance Policy

Ms. Cabel explained that HB 2447 / Public Act 103-0311 amends the Open Meetings Act to add unexpected childcare obligations to the current list of reasons that a public body member may attend a meeting remotely. The revision to Board Policy 2007 reflects this change.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Board of Commissioners approve the changes to Board Policy 2007: Meetings via Electronic Means Remote Attendance Policy. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Recreation

Monthly Usage Report

Superintendent of Recreation Mike Kies reviewed July usage reports for River View Miniature Golf, Paddlewheel Riverboats, Swanson Pool and Otter Cove Aquatic Park. Mr. Kies explained that the usage at RVMG was affected by poor air quality days and the change in venue of the fireworks display on July 4th. At the riverboats, private charters were down for a couple of reasons: some had to be rescheduled due to poor air quality; and there were issues with the intake on the Queen, the older of the two boats, due to low water levels. The passenger rate per cruise is still up over 2022. At Swanson Pool, 143 additional passes were sold this year and daily visits are over 2022. The new software program, Clover, has aided in smoother transactions at the concession stand. At Otter Cove, the Crosstown Aquatics All Access Pass continues to be popular with guests. The daily pass scans & admissions for the year are on pace with 2022. And like Swanson, the concession lines move more quickly due to the ease of the new software program. Mr. Kies added that Otter Cove is still open during the evenings and that homecoming falling on Labor Day weekend is posing some staffing challenges that he is trying to address.

Parks, Planning, and Facilities

Primrose Farm Agriculture Education Center Bid Opening

Ms. Rudow said that per the 2023 Capital Plan, bids were solicited to develop the new Primrose Farm Agriculture Education Center and opened on August 15, 2023. The Board is asked to consider Lo Destro Construction, Inc., Chicago, IL as the lowest responsible bidder in the amount of \$2,215,000.00. Mr. Thomson asked if the project came in on budget and Ms. Rudow said the additions to the plan that the Board discussed in April, along with increased costs of construction, increased the total cost. She shared slides that pictured what design add-ons added to the cost of the project. Ms. Cabel explained that this project is budgeted partially in 2023 and the remainder in the 2024 budget.

Mr. Thomson moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the contract with Lo Destro Construction to build the Primrose Farm Agriculture Education Center for \$2,215,000.00. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Hickory Knolls Discovery Center Renovation Bid Opening

Ms. Rudow said that per the 2023 Capital Plan, bids were solicited to renovate the lobby and multipurpose rooms of Hickory Knolls Discover Center and opened on July 25, 2023. She asked the Board to consider Effraim Carlson & Son, Inc for Libertyville, IL as the lowest responsible bidder in the amount of \$447,800.00. Mr. Thomson asked if the wall dividing the multipurpose room will be permanent and Ms. Rudow responded that it will be. Ms. McCarthy asked when the project will be completed and Ms. Rudow said the goal is to have it ready for preschool in January 2024. Mr. Charles asked about the awning outside of the Twin Leaf room and Ms. Rudow responded that design had been considered as a listed alternate within the bid but because it did not allow for any natural light to come into the room and the cost, it was not recommended. Instead, she is looking at other options for shade on the patio.

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the contract with Effraim Carlson & Son to renovate Hickory Knolls Discovery Center for \$447,800.00. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Grant Update

Ms. Rudow shared an overview of the grant status of current projects, pending applications, future projects and the grants that the District applied for, but did not receive, in 2023. The three current projects with grant funding totaling \$1,565,000 are the Primrose Farm Agriculture Education Center, Kehoe Park and Primrose Farm Park Re-Development. There are four projects for which the District has applied for grants totaling \$1,389,000 and is awaiting response. The District plans to apply for three small grants totaling \$32,000 through various sources for a wheelchair swing, a vehicle charging station at Pottawatomie Park and a pollinator garden. The District applied for a Kane County Riverboat Grand, Illinois Tourism Grant and a ComEd/Green Regions grant, but did not receive them.

Bolcum Road License Agreement

Ms. Rudow asked the Board to consider renewing the License Agreement for the District owned house at 37W741 Bolcum Road, St. Charles, IL 60175 for one year to Carlos Vinson for a fee of \$685 per month.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Board of Commissioners approve the Bolcum Road License Agreement with Carlos Vinson for one year for a fee of \$685 per month. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz reviewed the July usage report for the golf course. He said it's been another great month on the golf course, with total rounds of golf totaling 5,717, which is the third best total in 11 years. 9-hole weekday rounds are 10.8% over last season and weekend rounds are 22% above last season. Senior Monday rounds are 47% above last season. Twilight rounds are down 35% below 2022, due to early closing for maintenance and watering needs due to the drought in July. Golf cart rentals are at an all-time high and over 2,000 carts were rented in July. Capital projects that have been completed include concrete paths along holes #4, #8 and #9, bridge decking installed, #9 tee stairs, pull cart wash station near hole #9 and pro shop window restoration. Mr. Skubisz continues to be pleased with the participation at the golf course!

Requests for Use

Ms. Rudow asked for Board approval of the following requests for use of parks:

- Hardy Strong Foundation requests the use of Mt. St. Mary Park, specifically the tennis / basketball courts, for the purpose of hosting a 2-day fundraising event, Hardy Strong 3 V 3 Tourney, on Saturday, October 7 and Sunday, October 8, 2023.
- Dick Pond Athletics requests the use of Mt. St. Mary Park for the purpose of hosting their annual fundraising event, Running Stitch Relay, on Saturday October 21, 2023.
- Fox Valley Running LLC requests the use of Hickory Knolls Discovery Center and Trails for the purpose of hosting their annual fundraising winter trail run event, Fox Valley Winter Challenge Trial Series, on Sunday March 10, 2024.
- Ghoulish Mortals, requests the use of Lincoln Park for the purpose of hosting their music fest event, Ghoul Fest, on Saturday, October 14, 2023

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the requests for use of facilities *en gros*. A voice vote was taken and the motion carried unanimously.

Special ReportsFox Valley Special Recreation

Mr. Thomson said that the FVSRA hired a new business manager. The Board approved a revised personnel manual and for the FVSRA to apply for Distinguished Agency Accreditation status with IAPD/IPRA. He said staff are working on the member agency contributions. He inquired about what the price per acre rate is for land/cash in St. Charles. Mr. Cooke suggested that the St. Charles Park District staff review the land/cash ordinance. Mr. Thomson concluded with a reminder of the Beach Party Bingo fundraiser this Friday evening.

St. Charles History Museum

Ms. Cabel said that the History Museum has hired a new director.

St. Charles Park Foundation

Ms. Cabel reported that the Foundation recapped its riverboat and Mod Pizza fundraisers as well as approved the purchase of outdoor furniture for the native garden behind Pottawatomie Community Center from funds earned through these fundraisers. She added that the Foundation is researching different banks for its savings accounts.

St. Charles Arts Council

Ms. Cabel said the Council's banner project was a success and the next event is a Murder Mystery. She also shared that the Arts Council raised over \$12,000 from their recent fundraising event.

St. Charles Business Alliance

Ms. Cabel shared that the SBA is finishing up its STC Live event season. They are busy planning the Jazz Weekend which is September 8-10 and that Baker Community Center will participate through its partnership with Norris Cultural Arts Center.

River Corridor Foundation

Ms. McCarthy shared the dates for upcoming projects: September 16 is the River Clean-Up and October 21 is the daffodil planting at Mt. St. Mary Park. The RCF has three different concepts for an East Riverbank enhancement project. They are also researching the best location for an osprey platform.

Director's Report

Ms. Cabel said that staff are beginning to plan the Capital Workshop on October 4th and asked the Board to send her any thoughts they have about projects. She also shared that Erika Young has made good progress on uploading Pam Otto's Good Natured articles. Currently all articles since 2017 are in a searchable database and Ms. Young is now working on earlier years. This project is planned to be complete by year end. Ms. Cabel reminded the Board that the first meeting of the Decennial Committee will be held on September 12 at 5:30 before the next Board meeting. She also reminded the Board that there will be an extra week between today's meeting and the September 12 meeting.

Commissioner Comments

Steve Ward: Mr. Ward commented on the new pavilion and concert venue along the river in South Elgin and wondered how much that facility cost. Ms. Rudow responded that it cost \$5 million. He inquired about the baseball field dedication to Kevin White and Ms. Cabel responded that it will be held in the spring of 2024. Mr. Ward asked about how the District could be involved in improving the field conditions at Wredling Middle School, as there is a stark distinction between the field at Wredling and Thomson. Ms. Cabel explained that the Thomson Turf agreement grew out of the Thompson Middle School renovation project, but the District did not invest any capital money into the field there.

Executive Session

Mr. Cooke moved and Mr. Charles 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)(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; and Section (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: Charles, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

At 7:33, the Board temporarily adjourned to a closed session.

Erika Young left the meeting at 7:33 p.m.

Adjournment of Meeting

Mr. Cooke moved and Mr. Ward seconded that the meeting be adjourned. Unanimous aye votes were cast and Mr. Goettel adjourned the meeting at 7:37 p.m.


Secretary

Date Approved: September 12, 2023