



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

September 12, 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 September 12, 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: 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 and Administrative Assistant Jenny Santos

Other staff present: Sue DellaFranco

Guests:

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 August 22, 2023

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

Public Appearances

Superintendent of Finance & Administration Ashlee Wallace introduced Sue DellaFranco as the District's new Accounting Manager. Ms. DellaFranco has experience at another park district as an assistant accounting supervisor and is a resident of St. Charles. The Commissioners welcomed Ms. DellaFranco to the District.

Administration and Finance

NEW Board Policy 2061: Park Board Recognition

Board Policy 2061: Park Board Recognition establishes criteria for Board recognition of individuals, groups or organizations.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Board of Commissioners approve Board Policy 2061: Park Board Recognition. A voice vote was taken and the motion carried unanimously.

Recreation

No business

Parks, Planning, and Facilities**Paddlewheel Riverboat Sandblast and Paint Project Bid Opening**

Per the 2023 Capital Plan, bids were solicited to sandblast and paint the St. Charles Belle riverboat and opened on Thursday, August 31, 2023. The Board is asked to consider BP&T Construction, Mt. Prospect, IL as the lowest responsible bidder in the amount of \$53,800, which does not include the alternate.

Mr. Cooke moved and Mr. Thomas seconded that the St. Charles Park District Board of Commissioners approve the contract with BP&T Construction, Mt. Prospect, in the amount of \$53,800. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Primrose House License Agreement

Ms. Rudow asked the Board to consider entering into a license agreement for the house at Primrose Farm, 5N520 Crane Road with Will Blankenship for a monthly rent of \$418, for a term of one year, effective October 1, 2023. Mr. Blankenship is a Park Specialist who will do groundskeeping chores around Primrose Farm outside of his normal work hours for a reduced monthly rent.

Ms. McCarthy moved and Mr. Ward seconded that the St. Charles Board of Commissioners approve the Primrose House License Agreement with Will Blankenship for one year for a fee of \$418 per month. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Director's Report

Ms. Cabel informed the Commissioners that she, Mr. Kies and Ms. Rudow will be at the annual NRPA conference during the October 10th Board meeting. Commissioners agreed to cancel the meeting since there will be a capital workshop meeting on October 4, which will still allow two meetings to conduct business in October. Ms. Cabel informed the Board that there will be an Active River Foundation meeting with Senator Holmes, Senator DeWitte, City of St. Charles staff and District staff on October 2nd and inquired if there were two Board members who would like to attend. Mr. Thomson and Ms. McCarthy expressed interest. Ms. Cabel then shared the Army Corps of Engineers draft plan for dam removal along the Fox River from Algonquin to Montgomery. She shared some of the potential impacts the removal of the St. Charles dam could have on recreation and river habitats as outlined in the Corps' report. She shared that a local public meeting will take place on September 18th.

Commissioner Comments

Steve Ward: Mr. Ward commented that he attended the last Acoustic Jams in Mt. St. Mary Park and was very impressed with the artist and District staff.

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

At 6:52 p.m., the Board temporarily adjourned to a closed session.

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 7:08 p.m.


Secretary

Date Approved: September 26, 2023

