



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

8 North Avenue, St. Charles, IL

October 24, 2023 – 6:30 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Consent Agenda*

- A. Approval of Minutes from Meeting on September 26, 2023
- B. Approval of Minutes from Capital Workshop on October 4, 2023
- C. Approval of Bills as of September 30, 2023
- D. Approval of Cash and Investment Report as of September 30, 2023
- E. Approval of Revenue Expense Reports as of September 30, 2023

IV. Public Appearances

Staff will introduce Ryan Kampen, new Facilities Technician.

V. Business Items

1. Administration and Finance

a. Recognition of Commissioner Anniversaries

Commissioners and staff will recognize service anniversaries of two Board members. Jim Cooke has served as a St. Charles Park District Commissioner for 40 years and Brian Charles has served for 10 years.

b. Tentative Amended 2023 Budget and Appropriation Ordinance

Staff requests that the Board adopt the Amended Budget & Appropriation Ordinance for the fiscal year January 1, 2023 to December 31, 2023 in tentative form. This will be available for public review for 30 days as required by Park District Code. A final version will be presented for approval at the December meeting. Board action requested.

c. Tax Levy

Staff will propose a 2023 tax levy amount that is less than a 5% increase over the prior year levy; therefore, the District does not need to conduct a “Truth in Taxation” public hearing. The formal Tax Levy Ordinance based on these assumptions will be presented at a November Board meeting for formal approval.

d. 2024 Budget Presentation

Staff will present the 2024 Budget for all Funds, excluding Capital, for Board review and comments.

* Routine items for one motion, unless separate discussion is requested.

e. Tentative Budget & Appropriation Ordinance

Staff requests that the Board adopt the Budget & Appropriation Ordinance for the fiscal year January 1, 2024 to December 31, 2024 in tentative form. This will be available for public review for 30 days as required by Park District Code. A final version will be presented for approval at the December meeting. A draft copy is included in the Budget Binder. Board action is requested

f. Seasonal Activity Guide Print Contract Renewal

On October 26, 2021, the Board of Commissioners approved a two-year contract with LSC Communications of Warrenville, IL to print the seasonal activity guides from Spring 2022 to Winter 2024, with an option to renew for a third year. Staff request that the Board consider renewing the contract for Spring 2024 to Winter 2025 for a cost not to exceed \$92,760.02. Board action is requested.

g. IAPD Legal Symposium Attendance Approval

Board approval is requested for Karrsten Goettel and Jim Cooke to attend the IAPD Legislative Symposium on November 2, 2023 in Oak Brook, IL. Board action is requested.

h. Resolution on Credentials for Illinois Association of Park District's Annual Business Meeting

It is requested that the Board pass a resolution on Credentials to designate delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts to be held on Saturday, January 27, 2024, at 3:30 pm at the Hyatt Regency Hotel in Chicago, Illinois. Enclosed is information from the Illinois Association of Park Districts concerning Credentials Certificate, Resolution and 2024 Recommendations. Board action is requested.

2. Recreation**3. Parks, Planning, and Facilities**i. Asphalt Shingle Removal & Replacement Bid

Per the 2023 Capital Plan, bids were solicited for removal and replacement of asphalt shingles on multiple buildings at Primrose Farm and for the James O. Breen Community Park concession stand and opened on Thursday, October 19, 2023. The Board is asked to consider Premier Roofing Design, Wheaton, IL to be the lowest responsible bidder for Base Bid #1, the Concession Building at James O. Breen Community Park for \$72,000, Base Bid #2, the barn and attached structures at Primrose Farm for \$82,400 plus all five alternates for \$56,700 making a total contract price of \$211,100. Board action is requested.

j. Thornwood Grove Playground

Per the 2023 Capital Plan and the Intergovernmental Agreement with the Village of South Elgin, the Board is asked to consider the \$70,000 contribution that was

stipulated towards the new Thornwood Grove playground renovation. Board action is requested.

k. Requests for Use

1) Fox Valley Winter Challenge Trail Series

Fox Valley Running LLC, through Theresa Kettlewell, Event Coordinator, has formally requested the use of Hickory Knolls Discovery Center / Pavilion and Trails for the purpose of hosting their annual winter challenge trail run event on Saturday, March 9, 2024. Board action is requested.

2) Tour de Cure

American Diabetes Association, through Kayla Carter, Event Coordinator, has formally requested the use of Pottawatomie Park for the purpose of hosting their annual cycle fundraising event on Saturday, August 10, 2024. Board action is requested.

3) Walk MS St. Charles

National Multiple Sclerosis Society, through Chris Haynes, Event Coordinator, has formally requested the use of Pottawatomie Park for the purpose of hosting their annual fundraising walk in the Park on Saturday, May 11, 2024. Board action is requested.

4) Here for Life Walk

Suicide Prevention Services of America, through Megghun Redmon, Event Coordinator, has formally requested the use of Pottawatomie Park for the purpose of hosting their annual fundraising walk in the Park Saturday, September 14, 2024. Board action is requested.

VI. Special Reports

1. Fox Valley Recreation Association – Bob Thomson and Ron Skubisz
2. St. Charles History Museum – Bob Carne
3. St. Charles Park Foundation – Jim Cooke
4. St. Charles Arts Council – Holly Cabel
5. St. Charles Business Alliance –Holly Cabel
6. St. Charles Housing Commission – Karrsten Goettel
7. St. Charles River Corridor Foundation – Peggy McCarthy
8. Baker Community Center – Brian Charles

VII. Correspondence

VIII. Director's Report

IX. Commissioner Comments

Bob Carne
Brian Charles
Jim Cooke
Karrsten Goettel
Peggy McCarthy
Bob Thomson
Steve Ward

X. Executive Session

Closed meeting 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.

XI. Adjournment of Meeting