



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

8 North Avenue, St. Charles, IL

November 28, 2023 – 6:30 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Consent Agenda*

- A. Approval of Minutes from Meeting on November 14, 2023
- B. Approval of Bills as of October 31, 2023
- C. Approval of Cash and Investment Report as of October 31, 2023
- D. Approval of Revenue Expense Reports as of October 31, 2023

IV. Public Appearances

Staff will recognize Jacob Bryla for his recent Eagle Scout project of building animal exhibits for Hickory Knolls Discover Center.

V. Business Items

1. Administration and Finance

a. Primrose Farm & Hickory Knolls Update

Staff will share statistics related to program participation and facility usage of Primrose Farm and Hickory Knolls Discovery Center.

b. Adoption of 2023 Tax Levy Ordinance 2023-11-01

It is requested that the Board adopt the enclosed Ordinance 2023-11-01, Annual Tax Levy Ordinance for the Fiscal Year Commencing January 1, 2024 and ending December 31, 2024 for the St. Charles Park District, Kane and DuPage Counties, in the amount of \$12,977,112. Enclosed is a copy of the ordinance for Board Review. Board action is requested.

c. Abatement of Tax Levy Ordinance 2023-11-02

Enclosed is the Annual Abatement Ordinance 2023-11-02 abating the 2023 tax levy for debt service on GO Bonds Park Bonds (Alternate Revenue Source), Series 2018. Board action is requested.

d. Naming of Property Leased from State of Illinois on Route 38

Public Relations and Marketing Manager Erika Young will give a presentation on naming ideas for the property leased from the State of Illinois on Route 38. Board action is requested.

e. Access Control System Additions

Technology is requesting approval for additions to the current Access Control System at Otter Cove and Denny Ryan Service Center from NextGen Electric & Communications for \$41,750. This is a 2024 budgeted expense. Board action is requested.

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

- f. Ordinance 2023-11-03 Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Ordinance 2023-11-03 authorizes the disposal of personal property owned by the St. Charles Park District. Items being disposed of include inflatables from Sportsplex. Board action is requested.

2. Recreation

- g. Associated Groups Agreements

The Board is asked to consider the following organizations as Associate Groups for FY 2024, pending receipt of the required documentation as set forth within each agreement: Bachelors 'n' Bachelorettes, Fox Valley Mixers, St. Charles Canoe Club, St. Charles Chess Club and St. Charles Storm Basketball. Board action is requested.

- h. Conference Attendance Request

Board approval is requested for Melissa Caine, Assistant Superintendent of Recreation, to attend the Revenue Development and Management School in Wheeling, WV, March 10-15, 2024. This is a 2024 budgeted expense. Board action is requested.

3. Parks, Planning, and Facilities

- i. Primrose Farm Fence Project Bid

Per the 2023 Capital Plan, bids were solicited for fencing at Primrose Farm and opened on March 9, 2023. The Board is asked to consider Proline Fence, Rockdale, IL to be the lowest responsible bidder for \$105,124.20. Board action is requested.

- j. Golf Course Certified Audubon Sanctuary

Staff will update the Board on the request to change certification with the Audubon Society to the Golf Course Superintendents Association Midwest Chapter Best Management Practices designation.

- k. Associated Groups Agreements

The Board is asked to consider the following organizations as Associate Groups for FY 2024, pending receipt of the required documentation as set forth within each agreement: Campton United Soccer, Chicago Soccer Academy, Fox Valley Maoris Rugby Club, Lightning STC, St. Charles Celtics, St. Charles Girls Softball Association, St. Charles Baseball Association, Strikers Fox Valley Soccer Club, Tri Cities Soccer Association and Tri City Youth Football. Board action is requested.

- l. Primrose Farm Agricultural Land Lease

The Board is asked to consider leasing 83 acres of tillable land at Primrose Farm to JW Farms for two hundred thirty dollars and twelve cents (\$230.12) per acre for annual rent payment of \$19,100 due in two equal installments on March 10 and August 10 of 2024. Board action is requested.

m. Requests for Use

1) Amazing Race – Hardy Strong Foundation

Hardy Strong Foundation, through Karen Hardy, Event Coordinator, has formally requested the use of Mt. St. Mary Park for the purpose of hosting their annual Amazing Race fundraising event on Saturday, August 3, 2024. Board action is requested.

2) Walk to End Alzheimer’s

Alzheimer’s Association, through Rebecca Santana, Event Coordinator, has formally requested the use of Pottawatomie Park for the purpose of hosting their annual Walk to End Alzheimer’s fundraiser event on Saturday, September 28, 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

XI. Adjournment of Meeting