



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

September 26, 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 26, 2023. At 6:34 p.m., President Karrsten Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

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

Commissioners absent: Brian Charles

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, Information Technology Manager Jeff Essig, Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present:

Guests:

Consent Agenda

Mr. Thomson 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 September 12, 2023
- Approval of Bills as of August 31, 2023

Account		Amount
CORPORATE FUND	\$	304,481.12
RECREATION FUND	\$	81,240.79
LIABILITY INSURANCE	\$	447.00
REVENUE FACILITIES	\$	125,715.55
NORRIS REC CENTER	\$	19,118.33
SPORTSPLEX	\$	9,423.76
CAPITAL	\$	104,657.15
Total	\$	645,083.70

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

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

Administration and Finance**Proposed Rate Increases for FY2024**

Superintendent of Finance & Administration Ashlee Wallace shared the proposed rates and fees increases for facilities, memberships and rentals. Rates & fees increases were minimal this year across the District. Baker Community Center fee increases are being phased in for Associate Organizations over three years. Memorial benches are increasing to \$3,000 due to the cost of the benches and the materials to pour the concrete pads. Due to its recent renovations, Hickory Knolls will no longer offer the entire facility, Twinleaf East Room and the fire pit rental opportunities, so those fees are being removed. Fees for renting kayaks and pedal boats at River View Miniature Golf will increase by one dollar each to \$16 and \$20 respectively. Norris Recreation Center's Corporate Monthly rates are being added for families with more than 3 members. Sportsplex hourly rental fees will increase by five dollars for use of the full turf fields. Mr. Carne asked if the District factored inflation and minimum wage increases in the proposed fees for 2024. Ms. Cabel responded that in order to attract employees, the District has already been paying more than minimum wage for many of the seasonal employees, so rates and fees already reflect those increases. Ms. Wallace added that the District doesn't typically increase fees every year. Mr. Kies also added that the budgets factor current usage rates into next year's budget.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Board of Commissioners approve the 2024 rates and fees for facilities, memberships & rentals as presented. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Recreation**Monthly Usage Report**

Superintendent of Recreation Mike Kies reviewed August usage reports for River View Miniature Golf, Paddlewheel Riverboats, Swanson Pool and Otter Cover Aquatic Park. Both aquatic facilities ended their seasons with daily admissions, pool pass sales and concession sales significantly higher than in 2022. Paddlewheel Riverboat cruises average 5 passengers more per cruise than in 2022. Charters are down 8%. River View Miniature Golf rounds are up 28% over 2022. Kayak and peddle wheel boat rentals are up 42% over August 2022, most likely due to the good weather and river level. Ms. McCarthy asked that since the aquatic facilities are operating at such a high level, what can we do to improve? She suggested that staff focus on how to make the employee's experience such that they want to return the next year. Mr. Kies and Ms. Cabel commented that the staff retention rates reflect those seasonal employees are enjoying their jobs and want to come back. Mr. Carne commented on the outstanding season and wondered what drives people to come to the facilities---is it weather, amenities? Mr. Kies said that he believes those are factors, as well as patrons feel safe, Swanson Pool is attractive to residents who want a community pool setting, while the All Access Pass allows pass holders to experience both facilities. He said staff focus on the overall experience, which includes improved concession line wait times due to implementation of the new Clover technology and the cleanliness of the facilities. Mr. Ward asked if staff solicit feedback from patrons and Mr. Kies said yes, passholders receive an end-of-season survey to complete and seasonal employees have exit interviews during which they are asked about their experience working at the District.

Parks, Planning, and Facilities**Davis Park Amenities Bid Opening**

Ms. Rudow said that per the 2023 Capital Plan, bids were solicited for improvements at Davis Park to include new plaza, shade, table games, landscaping and basketball court. Bids were opened on Wednesday, September 20, 2023 and Ms. Rudow asked the Board to consider E. Hoffman, Lombard, IL as the lowest responsible bidder for the base bid and both alternates for \$166,590.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the contract with E. Hoffman, Lombard, IL as the lowest responsible bidder for the base bid and both alternates for \$166,590. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

Capital Vehicle Bid Opening

Ms. Rudow said that per the 2023 Capital Plan, bids were solicited for a current year Ford F-250 4x4 truck or approved equal and opened on September 21, 2023. The lowest responsible bidder is Haggerty Ford, West Chicago, IL with a base bid of \$51,960 less a trade in credit of \$4,000, for a total purchase price of \$47,960 and delivery in three days from approval.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the contract with Haggerty Ford, West Chicago, IL for a total purchase price of \$47,960. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz reviewed the August usage report for the golf course. August 2023 golf rounds mirror August 2022 with 4% less than the 5-year average. Weekday rounds, senior Monday rounds, passholder rounds, punch card rounds and weekend rounds are either above or about the same as 2022. However, twilight rounds are 52% lower than last season, attributable to closing the course earlier to water the greens, as well as a change in policy this year where we stop selling tee times when it will not be possible to finish the round before dark. Overall, it's been a good month with lots of compliments on the beauty and upkeep of the course. Mr. Ward asked when new courses will be added to the golf simulator. Mr. Skubisz said a few have been added and new ones will be added once a new space has been determined for the simulator.

Special Reports**Fox Valley Special Recreation**

Mr. Thomson attended the FVSRA board meeting that morning and reported that the recent Beach Party Bingo night netted approximately \$21,000 for the agency. The agency would like to hold a meeting with the finance directors of each member agency in March. The board approved the 2024-2025 member agency contribution.

St. Charles History Museum

No report.

St. Charles Park Foundation

Ms. Cabel reported that the Foundation did not have a meeting in September.

St. Charles Arts Council

Ms. Cabel said the Council's Art of Murder (murder mystery) fundraiser will take place on October 7th and will be followed by the Art of the Dessert in November.

St. Charles Business Alliance

Ms. Cabel shared that the SBA is busy working on the Scarecrow Weekend October 6-8. There will be three main areas for visitors to enjoy: the family zone at Lincoln Park, the craft show at Pottawatomie Park and the activity zone on Riverside Drive.

St. Charles Housing Commission

Mr. Goettel reported that the commission is releasing funds to build a house at Dean & 15th Street in partnership with Habitat for Humanity and Kane County.

River Corridor Foundation

Ms. Cabel reported that 170 people volunteered for the River Clean-Up on September 16 and gathered a lot of garbage along and from the river. The Foundation is finalizing its concept for the east side river project. Daffodil planting will take place in Mt. St. Mary Park on October 21. Mr. Cooke asked about the recent public meeting about the Army Corps of Engineers plan to remove dams along the Fox River. A discussion among the Commissioners followed about the proposal and how it impacts the District.

Director's Report

Ms. Cabel reiterated that she attended the dam meeting and Ms. McCarthy asked what the District's environmental goals are. Mr. Carne asked if the removal would have a negative effect on the restoration of Ferson Creek Fen and Ms. Cabel said that the naturalists don't believe it would. Mr. Carne also suggested that it might be helpful to do a study on the economic impact of removing the dam. Mr. Cooke asked about the timing of the project and Ms. Cabel responded that public comments are being accepted until November 6th, but the actual removal of the dam, according to the draft plan, would not be completed until 2030. The Commissioners agreed that more information needs to be gathered. Ms. Cabel asked the Commissioners if they would like to add a discussion of adding permanent lights at James O. Breen Community Park to a future board meeting agenda. Mr. Ward said he thought lighted pickleball courts were being addressed at ESSC and Ms. Rudow said yes, they are, but through the OSLAD grant for which the District has applied, but won't hear about award until the spring. Mr. Cooke reminded the Board of the promise made to the neighbors of James O. Breen Community Park that permanent lights would not be a part of the park.

Ms. Cabel reminded the Commissioners about the upcoming capital workshop at Sportsplex at noon on October 4th. She asked the Board if anyone would like to attend the FVSRA A Night Among Stars on November 10 or the IAPD Legal Symposium on November 2, to let Ms. Santos know. She also invited Commissioners to attend the City Update on October 11. Ms. Wallace and Ms. Santos will attend to represent the District.

Commissioner Comments

Bob Carne: Mr. Carne encourage the District's Baker Station and Teen Center to submit scarecrows to the Scarecrow Weekend. Mr. Carne congratulated Mr. Kies and the entire aquatics departments for a great season, adding that he went to Otter Cove Aquatic Park on two different

days over Labor Day weekend and was very impressed with his experience, the cleanliness of the facility and what he perceived as the patrons having a great time. He wondered what new amenity could be added at Otter Cove to continue to draw patrons. He added a suggestion about how the District could address the obesity issue in America. He would like to see the District offering transportation to its facilities so that residents can participate in programming and fitness activities.

Executive Session

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Board of Commissioners temporarily adjourn to a closed session for the purpose of considering the following subjects, per the Open Meetings Act, 5 ILCS 120/2 Section (c)(21) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; and 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, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

At 7:40 p.m., the Board temporarily adjourned to a closed session.

Mr. Kies, Mr. Essig and Mr. Skubisz left the meeting at 7:40 p.m.

Ms. Santos left Executive Session at 7:48 p.m.

Other Business

Mr. Cooke moved and Mr. Thomson seconded that the need for confidentiality still exists for all closed session minutes discussed in Executive Session. A roll call vote was taken. Aye: Carne, Cooke, Thomson, McCarthy, Ward and Goettel. Nay: none. The motion carried.

Adjournment of Meeting

Mr. Cooke moved and Mr. Thomson seconded that the meeting be adjourned. Unanimous aye votes were cast and Mr. Goettel adjourned the meeting at 7:53 p.m.


Secretary

Date Approved: October 24, 2023