



## ST. CHARLES PARK DISTRICT BOARD MEETING

### Capital Workshop

### SPORTSPLEX

October 4, 2023 – 12:00 P.M.

### MINUTES

#### Call to Order

The St. Charles Park District Board met for a Special Meeting-Capital Workshop at Sportsplex on October 4, 2023. At 12:05 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, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

#### Business Items

##### FVSRA Contribution

Ms. Cabel shared that Fox Valley Special Recreation Association proposes a 7% increase from \$2,143,222 to \$2,293,019 in Member Agency Contributions; however, our portion of \$416,912 represents an increase of 6.07% due to changes in other member agencies Equalized Assessed Valuations. Mr. Ward asked if the increase is budgeted and Ms. Cabel said that it is part of the 2024 budget that will be presented to the Board for approval. He also asked if there are changes in programming that is driving the increase and Ms. Cabel responded that the FVSRA's shrinking fund balance due to rising costs is the main reason for the increase. Mr. Ward asked if the District has any oversight on the FVSRA finances and Ms. Cabel said that she and Ashlee Wallace met with the Director and Finance Superintendent of FVSRA to discuss the increase of the contribution before Mr. Thomson cast a vote, as our District representative on the FVSRA Board, to approve the 2024 Budget.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Board of Commissioners approve the 2024 FVSRA Member Agency Contribution for \$416,912. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

#### Capital Workshop

##### Capital Projects

Ms. Cabel began the presentation by sharing how many of the large capital projects slated for 2024 align with the Comprehensive Master Plan, Indoor Space Study, Replacement Plan, ADA Transition Plan, input from the community and land cash developments. Ms. Cabel noted that the District is entering its final year of the five year Comprehensive Plan, originally planned to be completed in 2023, but has been extended by one year due to COVID.

She then shared the Five-Year Future Large Projects chart indicating the proposed & planned projects for 2024-2028. Ms. Cabel reviewed the changes to the plan that have occurred since the last time the Commissioners have seen the project chart. The first change was the removal of the UPRR project (bike trail/walking path) because the grant to acquire the property expired due to failed negotiations with UPRR. A new project added is the Pottawatomie Golf Course Practice modifications. She then discussed projects that moved to a different proposed year of completion.

Ms. Cabel asked the Commissioners if there are any missing changes or anything to add to the project chart. Ms. McCarthy asked for clarification on the projects planned at the golf course. Mr. Skubisz explained that the practice area renovation will enhance the putting green and include a chipping green. The project will add about a dozen much needed parking spots and will have a bigger impact on the golfers' experience than a renovated pro-shop, which is planned for 2026. He later clarified that the footprint of the pro-shop will not expand, rather it will be renovated for improved usage. Mr. Cooke asked about why the Splash Park was delayed one year and Ms. Rudow said several factors contributed, including delays in gathering community input on the designs and the long lead time on getting permits from the state. Ms. Rudow thought the delay was a better option than construction running into the summer. Mr. Thomson asked about River View Miniature Golf and Ms. Cabel said that professional services are budgeted for 2024 with renovation in 2025. He asked about the restroom building in Pottawatomie Park and Ms. Cabel said facilities staff will make necessary repairs. Mr. Ward revisited enhancing the golfers' experience by providing year-round concessions and the Commissioners shared their thoughts on how that might work with the Swanson Pool concessions. Mr. Goettel asked that the UPRR be kept on the plan so that in case an opportunity presents itself to acquire the land.

Ms. Rudow then reviewed the 2024 Capital Budget, highlighting the larger projects that staff recommends for 2024.

- *East Side Sports Complex Restrooms & Concession Stand*  
Ms. Rudow shared the floor plan for the building. Mr. Thomson asked where it will be situated in the sports complex and Ms. Rudow said that it will be between the softball and baseball fields, but very accessible for everyone using the park. Mr. Carne asked about the cost of bringing the water lines to the site and Ms. Rudow clarified that increased costs are due to the distance to bring lines to the site from where current ones are outside of the park. She will ask the City to dismiss the permit fees. Mr. Carne asked about bringing a sprinkler system to the ballfields and Ms. Rudow said that could be added as an alternate to the bid package, which will be made public within the next month.
- *East Side Sports Complex netting around baseball fields*  
The safety of spectators watching baseball and softball games at ESSC has come up.. Ms. Rudow presented pictures of the netting structures at Cary Park District as an example of an aesthetically pleasing solution to protecting spectators. Mr. Thomson asked if the netting would be a problem for birds and Ms. Rudow said that it is always a possibility and that staff often rescue animals & birds from soccer nets. The plan is to do professional services and construction for the baseball fields in 2024 and the softball fields in 2025.
- *Fox Chase Park renovations*  
In response to residents' desire for updated amenities, the change in use of the open fields, and new bike lanes leading to the park, Ms. Rudow suggests a refresh of Fox Chase Park. She will

propose two concepts to residents through a survey before presenting a concept to the Board for approval.

- *Birdie Prairie (formerly known as the IDJJ--88 acres parcel)*  
Ms. Rudow presented the original concept plan for a variety of amenities on this parcel and an updated one that features an 18-hole disc golf course, trails and gravel parking lot. For the disc golf course to appeal to all levels of players, the course would will use the existing acres north of the flat 58-acre parcel. Ms. Rudow understands that there might be some resistance for extending the course into the natural area, but Commissioners agree that there are also opportunities to introduce nature through signage. Mr. Cooke impressed that there will need to be local rules in place to ensure players understand they are playing in a natural space that needs to be respected. Ms. Rudow said there will need to be a botanical survey before any plans move forward. Mr. Cooke suggested an advisory committee focused on play, course design and difficulty level be put together. The name for the park “Birdie Prairie” is temporary and options for naming the park will be brought to the Board at a later date.
- *Langum Park*  
Ms. Rudow showed pictures of the existing conditions at Langum Park and remarked that the playground is out of ADA compliance as there are no accessible routes to the playground from the parking lot, benches are inaccessible and the playground has no ramp to get into it. Given that this park may be a popular viewing spot for fireworks for years to come, Ms. Rudow will approach the design with this use in mind.
- *Otter Cove Splash Park renovations*  
Ms. Rudow shared the three pod concepts that the residents surveyed chose. The final designs will come to the Board for approval before being put out to bid in early 2024. Ground will break on the project the day after Otter Cove closes in September 2024 and will be completed for the 2025 summer season.
- *Otter Creek Wetland*  
A grant application has been submitted for this project through the Regional Trails Program (RTP), Ms. Rudow’s third attempt to acquire funds for this project. The wetland needs walkways to increase accessibility for field trips and other users. If the District does not receive the funding for this project, Ms. Rudow believes that the District will need to budget for these improvements.
- *Pottawatomie Community Center Restroom Renovation*  
The Indoor Space Study completed in 2021 suggests a large renovation to the public and staff spaces at Pottawatomie Community Center. Those changes include renovation of the restrooms next to the Board room and the locker rooms. Staff suggest a phased approach, beginning with the restrooms next to the Board room, then the locker rooms in the dance wing, followed by staff moving upstairs so that current office space can be renovated into a dance studio/ group exercise room.
- *Historic Pottawatomie Park Pavilion & Pottawatomie Park River Pavilion*  
Ms. Rudow suggests that the river pavilion be replaced at the same time the construction of the historic pavilion is completed. The addition to the historic pavilion will be privately funded by a generous donor. Both projects are slated to begin in October 2024 after the Scarecrow Weekend.

- *Primrose Farm Agricultural Education Center*  
Ms. Rudow shared that the Kane County Historical Preservation Society approved her request to have the Ag Center white. The project is underway with a completion target before summer 2024.
- *Primrose Farm Park renovation*  
A \$600,000 OSLAD grant was received for the renovations to the park, which will include a futsal court, 2 tennis courts, 3 pickleball courts, a baseball field with 80ft. baseline, shade structure, improved parking lot, an adult fitness equipment track and sand volleyball. Ms. McCarthy suggested that perhaps a futsal court might be a good amenity for Fox Chase Park as well.
- *D303 playground replacement at Wild Rose Elementary*  
As part of the IGA with the school district, the District contributes 50% of the cost of replacing a playground on school property within the park district. Wild Rose Elementary's playground is in the most need to be replaced and improvements to accessibility and inclusive amenities cost significantly more than the \$50,000 District has budgeted in the past. The District has budgeted \$160,000 for the renovation.
- *Swing Bench installation*  
Commissioners have expressed a desire to install swing benches in the parks, specifically ones with good river views. Three different models of swing benches were presented and staff will identify areas to place them, to be approved by the Board at a later date.
- *Valley View Community Center refresh for Naturalist staff office space*  
This building has been vacant for a few years since the Head Start program left. It is not a good space for programming due to lack of parking and remote location. However, it is a good space for staff, specifically the naturalist staff. Refreshing this building to allow for office and storage space will alleviate the crowding at Denny Ryan Service Center. Mr. Carne asked if it is also a good place for hangars for equipment and truck currently stored at PCC. Ms. Rudow responded that it is not, as the empty field to the north of the building is a septic field.
- *Monument ID Sign Project*  
Although not in the 2024 budget, Ms. Rudow asked the Board to review three different designs for replacing the current red monument ID park signs. These red signs are over thirty years old and require a lot of maintenance due to the nature of the material (wood and paint). The Commissioners and staff agreed that design #3 was the most desirable and perhaps stone elements could be added for the community park signs. The project will begin in 2025.

Ms. Rudow shared the Allowances budget for master planning, asphalt & pavement, information technology, vehicle & equipment replacement and the new LED light replacement plan. Mr. Essig spoke to the IT allowances, including expansion of the electronic door access project to complete Otter Cove and add Denny Ryan Service Center. Another project will be extending wireless service into Pottawatomie Park. Ms. Rudow highlighted the ADA off road trail vehicle purchase as a means to provide accessibility to the trails for patrons who are limited physically. Ms. Cabel highlighted the new LED lighting retrofit allowance, which will address replacing outdoor lights throughout the District in a phased approach over the next several years. Mr. Ward asked if there was a cost benefit to accelerating the LED lighting retrofit project and Ms. Rudow responded that there has already been a concerted effort to replacing the lights; the new allowance is just a

different way to budget the project. Ms. Wallace suggested that she could examine past utility bills to gauge the impact the retrofits have made on usage.

Ms. Rudow also shared the 2024-2026 proposed capital budget. Ms. Cabel asked the Commissioners if there are projects missing in the three-year budget or if they had questions. Ms. McCarthy asked about the lighting project in Pottawatomie Park. The District applied for a tourism grant, but did not receive it. She also asked about pickleball courts at East Side Sports Complex, to which Ms. Rudow reminded her that the current tennis courts there are being relined for now, but dedicated pickleball courts are part of the design of the ESSC renovation for which the District submitted an OSLAD grant application. Ms. McCarthy asked about progress with the rugby group who asked for amenities at James O. Breen Community Park. Ms. Rudow said she is working with them but there are no immediate plans to accommodate the group's requests in the 2024 budget.

Lastly, Ms. Rudow spoke about which projects align with grants awarded and opportunities for future grants for which staff intend to pursue. Awards granted for current projects include \$750,000 for the Primrose Farm Ag Center and \$600,000 for Primrose Farm Park renovations. The 2024 OSLAD grant application for ESSC has been submitted and we hope to be awarded the grant in March.

#### Fund Balance Policy Transfers

Ms. Cabel explained that the District's Fund Balance Policy states that the General, Recreation, Revenue Facilities & NRC Funds need to maintain a fund balance between 25-35% of each funds' operating expenses. Based on the 2022 Audit, the first three of these funds have fund balances larger than 35%, which triggers the need to develop a plan. Ms. Wallace presented the 12/31/2022 Ending Fund Balances and recommended transfers to the Capital Fund based on the Board's Fund Balance Policy for years 2024 through 2026. Ms. Cabel added that the last approved fund balance transfer occurred before Covid and this plan involves larger transfers than previous years.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the Fund Balance Policy for years 2024 through 2026. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

#### Evaluate Capital Resources & Finances

Ms. Wallace shared a historical view of transfers from the General Funds to Debt Service, Sportsplex, IMRF and Capital. She also shared a slide explaining the projected 12/31/2024 Land Cash Fund balance of \$2,307,630. Ms. Wallace added that the 2024 Budget proposes no transfer of money from land cash to capital. Ms. Cabel explained that the major projects that will need that funding, like Prairie Centre and Springs won't begin until 2025. Next, Ms. Wallace shared the projected 12/31/23 Capital Fund Balance of \$8,585,845.00, after transfers from other funds and projected capital expenses. The last capital resource slide that Ms. Wallace shared detailed the funding sources for the 2024 Capital Budget. The projected balance of the Capital Fund at the end of 2024 is \$4,000,098.

#### Other Business

Ms. Cabel shared that during a recent meeting between staff from the City of St. Charles, Park District and members of the River Corridor Foundation, the idea of resurrecting the Active River Project committee was brought forth. The purpose and objectives of the committee still need to be defined, but Ms. Cabel asked the Commissioners for their input on the District's participation in

the committee. The Commissioners agreed that it would be a good idea for Park District administration to participate in meetings, but stressed the importance of the committee establishing its purpose and end goals.

Ms. Cabel also shared that she was approached by the City of St. Charles administration regarding relocating the current Veteran's Memorial that is located along the river north of the municipal building. Local veterans are reviewing different locations depending on what is developed in the old police station property and they would like to keep it downtown if it does have to move. The Commissioners are willing to consider finding space for the memorial, but more information needs to be presented before a decision can be made.

**Adjournment of Meeting**

Mr. Carne moved and Mr. Thomson seconded that the meeting be adjourned. Unanimous aye votes were cast and Mr. Goettel adjourned the meeting at 2:46 p.m.

  
Secretary

Date Approved: October 24, 2023