



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

October 24, 2023 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on October 24, 2023. At 6:33 p.m., President Karrsten Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

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

Commissioners absent:

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, Public Relations & Marketing Manager Erika Young, Information Technology Manager Jeff Essig, Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present: Ryan Kampen

Motion to Amend Agenda

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners amend the agenda by removing item 3i: Asphalt Shingle Removal & Replacement Bid. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Consent Agenda

Mr. Charles moved and Mr. Carne 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 26, 2023
- Approval of Minutes from Capital Workshop on October 4, 2023
- Approval of Bills as of September 30, 2023

Account	Amount
CORPORATE FUND	\$ 393,175.13
RECREATION FUND	\$ 122,505.46
LIABILITY INSURANCE	\$ 1,125.50
SPECIAL RECREATION	\$ 196,536.00
REVENUE FACILITIES	\$ 104,055.96
NORRIS REC CENTER	\$ 11,697.43
SPORTSPLEX	\$ 17,757.97
CAPITAL	\$ 657,238.80
Total	\$ 1,504,092.25

- Approval of Cash and Investment Report as of September 30, 2023
- Approval of Revenue Expense Reports as of September 30, 2023

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

Public Appearances

Superintendent of Parks & Planning Laura Rudow introduced Ryan Kampen, who recently moved from a seasonal position to a full-time Facilities Technician. The Commissioners welcomed Mr. Kampen to the District.

Administration and Finance

Recognition of Commissioner Anniversaries

Director Holly Cabel presented Commissioners Jim Cooke and Brian Charles with IAPD service anniversary awards. Jim Cooke has served as a commissioner of the St. Charles Park District for forty years. Brian Charles has served as a commissioner for ten years.

Tentative Amended 2023 Budget and Appropriation Ordinance

Superintendent of Finance & Administration Ashlee Wallace asked the Board to adopt the FY 2023 Amended Budget & Appropriation Ordinance in tentative form. This BAO will be available for public review for 30 days as required by Illinois Park District Code and the final version will be presented for approval at the December 12th meeting. She explained that due to increased activities and inflation, some of the District's expenses are projected to be over budget, but still below the 2023 appropriation. She then reviewed the six line items that are being amended for a total amendment of \$165,000 to the original budget. These increased expenses have been offset through increased revenues.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the 2023 Amended BAO in tentative form. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Tax Levy

Ms. Wallace shared a presentation that detailed how park districts determine their tax levies according to state law. Because the tax levy amount is less than a 5% increase over the 2022 extended levy, a "Truth in Taxation" public hearing requirement does not apply. Mr. Charles asked if the \$638,000 increase in tax revenue is accounted for in the 2024 budget and Ms. Cabel responded that it is. Mr. Carne asked what the impact of the levy would have on the average household owning a \$300,000 house and Ms. Wallace responded one dollar. The Commissioners accepted these assumptions and will approve the tax levy at an upcoming meeting in November.

2024 Budget Presentation

Ms. Wallace presented the proposed budget for fiscal year 2024 for all funds, excluding capital. The Commissioners received the proposed budget for preview on October 20. Ms. Wallace reviewed revenue and expenses for each fund as well as the significant changes in the budget for each fund. The biggest impacts on the 2024 budget are supply & equipment costs and the spend

down of fund balances. Ms. Wallace highlighted that the District's reliance on taxes are down to 58.8% of revenue, which is better than the 60% target.

Commissioners asked questions about the cost effectiveness of hiring full-time security versus contractual services; fees associated with ActiveNet transactions; alternatives to PDRMA; and advantages of private versus public bond sales. The Commissioners thanked and congratulated Ms. Wallace for a thorough presentation, her first in her new role as Superintendent of Finance & Administration.

Tentative Budget and Appropriation Ordinance

Ms. Wallace presented the FY 2024 Budget & Appropriation Ordinance in tentative form. This BAO will be available for public review for 30 days as required by Illinois Park District Code and the final version will be presented for approval at the December 12th meeting.

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the 2024 BAO in tentative form. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Seasonal Activity Guide Print Contract Renewal

Public Relations & Marketing Manager Erika Young reminded the Board that on October 26, 2021, they 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. Ms. Young requested that the Board consider renewing the contract for Spring 2024 to Winter 2025 for a cost not to exceed \$92,760.02.

Ms. McCarthy moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners renew the contract with LSC Communications of Warrenville, IL for one year for a cost not to exceed \$92,760.02. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

IAPD Legal Symposium Attendance Approval

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

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Commissioners Goettel and Cooke attendance at the IAPD Legislative Symposium on November 2, 2023. A voice vote was taken, unanimous affirmative votes were cast and the motion carried.

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

Ms. Cabel 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. The Commissioners discussed who is available to attend this meeting and several Commissioners offered to represent the District. Karrsten Goettel agreed to be the delegate and Peggy McCarthy and Bob Carne will be the first and second alternates, respectively.

Mr. Carne moved and Mr. Cooke seconded the St. Charles Park District Board of Commissioners approve the resolution on Credentials for the IAPD's Annual Business Meeting designating Karrsten Goettel as the delegate, Peggy McCarthy, Bob Carne as the first, second and third

alternates, respectively. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried.

Ryan Kampen left the meeting at 7:40 p.m.

Recreation

No business

Parks, Planning, and Facilities

Thornwood Grove Playground

Ms. Rudow said that as part of the Intergovernmental Agreement with the Village of South Elgin, the 2023 Capital Plan included \$70,000 stipulated towards the new Thornwood Grove playground renovation.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve a \$70,000 payment to the Village of South Elgin to purchase a new playground for Thornwood Grove. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Requests for Use of Facilities

Ms. Rudow asked for Board approval of the following requests, each from an organization that held events at Park District facilities and parks in the past:

- Fox Valley Running LLC requests the use of Hickory Knolls Discovery Center / Pavilion and Trails for the purpose of hosting their annual Fox Valley Winter Challenge Trail Series on Saturday, March 9, 2024
- American Diabetes Association requests the use of Pottawatomie Park for the purpose of hosting their annual Tour de Cure fundraising event on Saturday, August 10, 2024
- National Multiple Sclerosis Society requests the use of Pottawatomie Park for the purpose of hosting their annual Walk MS St. Charles event on Saturday, May 11, 2024
- Suicide Prevention Services of America requests the use of Pottawatomie Park for the purpose of hosting their annual fundraising walk Saturday, September 14, 2024

Mr. Thomson moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the requests for use of facilities *en gros*. A voice vote was taken and the motion carried unanimously.

Special Reports

Fox Valley Special Recreation Association

Mr. Thomson did not have a report as the FVSRA Board meeting was canceled.

St. Charles History Museum

No report

St. Charles Park Foundation

No report

St. Charles Arts Council

Ms. Cabel reported that 62 guests attended the recent Murder Mystery fundraiser and the SCAC is busy planning its upcoming “Art of the Dessert” fundraiser at The Graceful Ordinary.

St. Charles Business Alliance

Ms. Cabel said that the SCBA is busy planning the Holiday Homecoming event and Electric Parade in November.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy said that the daffodil planting at Mt. St. Mary Park was a huge success. The RCF is finishing up its Ease Side Concept Plan.

Baker Community Center

No report

Commissioner Comments

Bob Carne: Mr. Carne inquired about a fire at the Otter Creek Wetlands vault bathroom and Ms. Rudow said that an insurance claim was filed with PDRMA for the replacement. Mr. Carne suggested reaching out to Congressman Raja to get assistance with acquiring UPRR land. Mr. Carne would like to see reports detailing social media imprints rather than newspaper clippings that are provided to the Board. Mr. Carne also expressed a desire for the team to produce a unique float for the Electric Parade.

Brian Charles: Mr. Charles thanked the staff and commissioners for his 10-year anniversary award.

Jim Cooke: Mr. Cooke expressed his concern regarding PDRMA’s new methodology for determining contribution. Mr. Cooke shared his thoughts on honoring those in the community who have contributed significantly to the District.

Peggy McCarthy: Ms. McCarthy congratulated Ms. Wallace for a great job tonight. She also added that the Gallery of Ghoulish Homes was well done again this year.

Karrsten Goettel: No comments

Bob Thomson: Mr. Thomson asked Mr. Kies if he had seen the grant information in the most recent Rails to Trails publication.

Steve Ward: Mr. Ward said it was an honor to present the certificates of appreciation to the vendors at the Sportsplex 5-year Anniversary Open House celebration on October 14.

Correspondence

None

Director’s Report

Ms. Cabel shared that the STC History Museum is hosting its 90th Anniversary Gala called, “It’s a Wonderful Life in St. Charles in 1933” on Friday, December 8. The Employee Golf Outing last Thursday was a little wet, but lots of fun for over 30 employees. She thanked Steve Ward for

presenting at the Sportsplex Anniversary. She asked Commissioners again if they were interested in providing collective feedback to the Army Corps of Engineers regarding the dam removal project and they said not at this time. She reminded the Board that the next meeting will be in three weeks on Tuesday, November 14th. She also shared that the Holiday Luncheon is set for Friday, December 15th at PCC at noon. And last, the monthly golf reports will be shared through a Friday weekly update until next summer.

Executive Session

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District 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

A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried. At 8:08 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Jeff Essig, Ron Skubisz and Erika Young left the meeting at 8:08 p.m.

The Board returned to Open Session at 8:33 p.m.

Other Business

Adjournment of Meeting

Mr. Carne moved and Mr. Thomson seconded that the meeting be adjourned. A voice vote was taken, unanimous affirmative votes were cast, and the motion carried. President Goettel adjourned the meeting at 8:33 p.m.


Secretary

Date Approved: November 14, 2023