



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

November 14, 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 November 14, 2023. At 6:36 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 and Bob Thomson

**Commissioners absent:** Steve Ward

**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 and Administrative Assistant Jenny Santos

**Other staff present:** Melissa Caine, Rosie Edwards, Cayla Greenfield, Tera Harvey, Taylor Krawczyk, Steve McClone, Katie Miller, Andrew Little.

#### **Guests:**

#### Consent Agenda

Mr. Cooke moved and Mr. Thomson 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 October 24, 2023
- Approval of Minutes from Public Hearing on 2023 Amended Budget held on October 24, 2023
- Approval of Minutes from Public Hearing on 2024 Tentative Budget held on October 24, 2023

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

#### Public Appearances

None

#### Administration and Finance

##### 2024 Capital Budget

Superintendent of Parks and Planning Laura Rudow presented the 2024 Capital Budget, broken down by quarter. She noted that there were not any changes to the budget since it was presented to the Commissioners at the Capital Workshop in October. Capital projects for 2024 total \$9,160,500. Mr. Charles asked if any of the projects were grant dependent and Ms. Rudow responded that the trail connection project at Otter Creek Wetland and the East Side Sports Complex renovations are grand dependent. Additionally, a private donor will pay for the addition to the historic pavilion in Pottawatomie Park. Mr. Carne asked for clarification on the \$150,000

allocation for pavement, to which Ms. Rudow explained the difference between pavement and asphalt projects.

Superintendent of Finance & Administration Ashlee Wallace then presented a worksheet that shows the projected ending Capital fund balance on 12/31/2024 to be \$1,969,352.00. She then spoke about the upcoming bond sale in February and presented a comparison between 3 different models of bond sales. After some discussion about the cost of sale and the interest paid for each model, the Commissioners agreed that the District should pursue the one-year private placement model.

#### Beverage Contract

Ms. Wallace presented the results of the beverage contract bid and recommended that the District switch its vendor contract from Coca-Cola to PepsiCo. A contract with PepsiCo would constitute a \$10,000 savings in the first year and the facilities staff believe that the switch will satisfy patron's desire for Gatorade products.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve a three-year beverage agreement with an estimated cost of \$45,407.65 for the first year. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson and Goettel. Nay: none. The motion carried.

#### IDOT Easement Approval

Director Holly Cabel explained that the Illinois Department of Transportation (IDOT) has requested both a permanent and temporary easement along Second Ave (Rte 31) of property owned by the Henry Rockwell Baker Memorial Community Center (BCC). Because the Park District leases BCC, the District is asked to approve a tenant's release to allow the easement transactions to take place.

Mr. Cooke moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve both IDOT easement requests related to the Baker Community Center. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson and Goettel. Nay: none. The motion carried.

#### IAPD/IPRA Annual Conference Request

Ms. Cabel requested that the Board approve attendance of the following employees at the 2023 IAPD/IPRA Soaring to New Heights Conference January 25-27, 2024 in Chicago: Holly Cabel, Melissa Caine, Dan Charak, Sue DellaFranco, Fred Ekberg, Rosie Edwards, Abigail Fleming, Cayla Greenfield, Kara Guizzetti-Reif, Tera Harvey, Christina Nickel, Dave Johnson, Mike Kies, Taylor Krawczyk, TC Hull, Jaz Lara, Andrew Little, Ande Masoncup, Katie Miller, Andrew Nelson, Lara Piner, Dan Procaccio, Laura Rudow, Jenny Santos, Lynne Yuill, Ashlee Wallace and Steve McClone. She reiterated that not everyone will attend all days of the conference.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve attendance of the employees listed above at the 2024 IAPD/IPRA Annual Conference. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

St. Charles Park Foundation Trustee

Mr. Cooke asked the Commissioners to consider Joey Kalwat as the St. Charles Park Foundation's newest Trustee. He said Mr. Kalwat is a resident of St. Charles who would like to get more involved in the community and is also an employee of the Geneva Park District.

Ms. McCarthy moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Joey Kalwat as Trustee of the St. Charles Park Foundation. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

RecreationSeasonal Facility Annual Reports

Superintendent of Recreation Mike Kies introduced Cayla Greenfield, Recreation Supervisor responsible for River View Miniature Golf. He said he is proud of Cayla's first year at RVMG and in particular her training of staff and implementation of the bonus program related to concession sales. Ms. Greenfield presented a slideshow highlighting total rounds played, concession items sold, boat rental usage, staff testimonials, cross promotional upselling strategies, special events, enhancements made to the course in 2023 and plans for 2024. Ms. McCarthy asked why concession sales declined in 2023 and Mr. Kies responded that they just leveled off from the previous two years of sales. Ms. Greenfield added that the revenue from the sales is actually \$4,000 more than previous year. Staff constantly evaluate and adjust concession offerings and have streamlined concession ordering by placing joint orders with the aquatic facilities. Mr. Carne suggested that the course be available for fundraisers and encouraged Ms. Greenfield to reach out to the high schools' OJT program to recruit employees.

Mr. Kies then introduced Tera Harvey, Manager of the Paddlewheel Riverboats and Steve McClone, Captain. He praised them for their handling of the ever-changing river conditions throughout the season and Ms. Harvey for her calm manner of managing catering with private charters. Ms. Harvey presented a slideshow highlighting the 199 public cruises and 9,298 passengers served, cross promotional and upsell opportunities, special events offered, private charters and weekday special cruises. Mr. McClone then spoke about deckhand and recruitment and retention strategies and U.S. Coast Guard inspections. Ms. Harvey highlighted that the Belle II was sandblasted and painted and a new sound system aboard the riverboats projects sound so that both decks can hear live and recorded music better. She also shared plans for 2024 to increase sales and recruit seasonal captains. Mr. Carne asked which type of cruise is most profitable and Ms. Harvey responded public cruises are the most profitable. Mr. Carne suggested that staff employ a flash sale strategy to sell empty seats aboard the public cruises. He also suggested that cruises be offered for fundraisers, which they are, and offer park district appreciation cruises for golfers, associate organizations and NRC members.

Mr. Kies then introduced Assistant Superintendents of Recreation Katie Miller and Rosie Edwards, as well as Otter Cove Aquatics Center Supervisor Andrew Little. He praised them for their commitment to safety and noted to the Board that the District rated so well with the StarGuard audits that it qualified them to receive a reimbursement from PDRMA. The aquatics staff presented a slideshow highlighting facility and operational improvements at both aquatic facilities, attendance and usage statistics, concession sales, programming and events. They also spoke about the aquatic team and positive feedback received from both employees and the community. They concluded with sharing specific enhancements planned for 2024 at both facilities. Mr. Carne asked

if a concierge-like service is provided for those renting the cabanas or event space. Ms. Edwards responded that the Rental Coordinator makes sure patrons are taken care of. Mr. Carne asked about the status of getting a new amenity at Otter Cove and Ms. Cabel responded that right now the focus is on the Splash Park renovations. Mr. Carne also made suggestions for adding small amenities that tween/teenagers to enjoy similar to volleyball, like horseshoes, spike ball, etc. He then complimented the aquatic team on the cleanliness of both facilities.

#### D303 Partnered Facility & Program Update

Mr. Kies updated the Commissioners on the opportunities and challenges with the possible changes to D303 facilities in the 2024-2025 school year. He spoke about the impact construction at Haines beginning in February 2024 will have on park district programs. He also spoke about the impact changes to school start and end times will have on Before the Bell and Baker Station programs. He said that he will be working closely with D303 administration to find opportunities for the park district to use gym space in the schools to increase programming across the community.

*Rosie Edwards, Cayla Greenfield, Tera Harvey, Taylor Krawczyk, Steve McClone, Katie Miller, and Andrew Nelson left the meeting at 7:51 p.m.*

#### Parks, Planning, and Facilities

##### Asphalt Shingle Removal & Replacement Bid

Ms. Rudow said that 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 All American Exterior Solutions, Lake Zurich, IL to be the lowest responsible bidder for Base Bid #2, the barn and attached structures at Primrose Farm for \$108,500 plus all five alternates for \$109,400 making a total contract price of \$217,900.

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the contract with All American Exterior Solutions for Base Bid #2, the barn and attached structures at Primrose Farm for \$108,500 plus all five alternates for \$109,400 for a total contract price of \$217,900. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Ward, Thomson and Goettel. Nay: none. The motion carried.

#### Director's Report

Ms. Cabel spoke about possible ribbon cutting/grand opening ceremonies in 2024 and asked for Board input for HKDC, Primrose Ag Lab, and ESSC concession/bathroom building. Ms. Cabel reminded the Board of the upcoming History Museum gala in December. She followed up with an answer to a question posed at a previous meeting about the status of the former Crystal Lofts development, which is the property has been purchased and is called Indiana Place, but no permits have been issued yet. Ms. Cabel informed the Board that the Army Corps has issued additional timeline for executing agreements with cities regarding dam removal. Mr. Goettel briefly spoke about a meeting he attended with the City of St. Charles and the River Corridor Foundation. The meeting was to establish a committee of people from the City, from the Park District and from River Corridor Foundation that will study the impact of dam removal on the community. Ms. Cabel asked the Board to schedule a time to sign the holiday cards.

**Commissioner Comments**

**Bob Thomson:** While on a walk at East Side Sports Complex, Mr. Thomson met a couple who own a business adjacent to the park who were very complementary to the District about its maintenance of the park. He met another dog walker who requested a porta potty be kept in the park during the winter hours. He wished the Commissioners and staff a Happy Thanksgiving.

**Peggy McCarthy:** Ms. McCarthy complimented the staff on the presentations this evening and wished everyone a Happy Thanksgiving.

**Karrsten Goettel:** Mr. Goettel enjoyed having the seasonal facilities present their annual reports together as he could see the support they had for one another.

**Jim Cooke:** Mr. Cooke shared that he was approached by another attorney about a small parcel of land along 1<sup>st</sup> Avenue in St. Charles to inquire if the District would be interested in purchasing it. The Commissioners are not interested in the land as it is in a flood plan and unbuildable. He wished everyone a Happy Thanksgiving.


**Bob Carne:** Mr. Carne suggested that the District incentivize employees joining Norris Recreation Center to promote well-being and reduce the costs of health benefits. Ms. Cabel said that all full-time families have free membership to NRC. He thanked the admin team for allowing the young professionals the opportunity to present their facility reports as it is good training for them. He suggested the District collaborate with the History Museum and Park Foundation to create a Christmas ornament for sale. He encouraged staff to consider a concert on the river next summer, held in the historic pavilion but facing the water. He inquired about any further discussion with veteran groups about locating a space in a park for a memorial. Director Cabel will follow up with contacting Veterans. He suggested that the District create “seats of honor”—benches or chairs in parks that are for veterans to sit in. He then asked about how the amphitheater in Pottawatomie Park has been used in the past and if the District could put sprucing it up on the Capital Plan.

**Executive Session**

The Executive Session outlined on the agenda was canceled.

**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 8:19 p.m.



Secretary

Date Approved: November 28, 2023