



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

8 North Avenue, St. Charles, IL

December 12, 2023 – 6:30 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Consent Agenda*

- A. Approval of Minutes from Regular Meeting on November 28, 2023

IV. Public Appearances

Staff will introduce three employees who have moved into new roles at the District: Chuck DuPuis, Miguel Sanchez and Cayla Greenfield.

V. Business Items

1. Administration and Finance

a. 2023-12-01: 2023 Amended Budget and Appropriation Ordinance

Enclosed is the Amended Budget and Appropriation Ordinance 2023-12-01 for fiscal year January 1, 2023 to December 31, 2023. The 2023 Budget was amended to reflect increases in salaries and wages, utility costs, contractual services and materials and supplies. Board action is requested.

b. 2023-12-02: 2024 Annual Budget and Appropriation Ordinance

It is requested that the Board adopt the enclosed Ordinance 2023-12-02, the Combined Annual Budget and Appropriation Ordinance of the St. Charles Park District for the Fiscal Year Beginning January 1, 2024 and Ending December 31, 2024. Board action is requested.

c. Active Net Captivate App

Staff requests the Board consider a 3-year contract with Active Net for its Captivate App that allows patrons to register for programs. The cost is \$12,750 per year for three years. Board action is requested.

d. Phone System Upgrade

Technology requests approval for replacement of the current phone system with RingCentral's platform for a 5-year agreement for \$25,500 per year. This is a 2024 budgeted expense. Board action is requested.

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

e. Safety Committee Report

Staff will provide a 2023 year-end review of the Safety Committee's accomplishments and direction for 2024.

f. Safety Manual Update

Staff has updated the District's Safety Manual. Board action is requested.

g. Sculpture in the Park

Erika Young will present plans to expand the annual Sculpture in the Park exhibit to a year-round program.

h. IAPD/IPRA Annual Conference Request

It is requested that the Board approve attendance of Alex Hartzell at the 2023 IAPD/IPRA Soaring to New Heights Conference January 25-27, 2024 in Chicago. This is a budgeted expense. Board action is requested.

i. 2024 Board Meeting Calendar

Enclosed is the 2024 Board of Commissioners Meeting Calendar. Board action is requested.

j. 2024 District Calendar—Administrative Regulations

Enclosed is the 2024 District Calendar - Administrative Regulations. Board action is requested.

k. Resolution 2023-12-01 Naming Prairieview Pointe Park

The Board is asked to approve Resolution 2023-12-01 that adopts Prairieview Pointe Park as the new name for the 88-acre parcel of land the District leases from the Illinois Department of Juvenile Justice off of Route 38. Board action is requested.

2. Recreation**3. Parks, Planning, and Facilities**l. Prairieview Pointe Park Disc Golf Course Concept Plan

Staff will present concept plans for the 18-hole disc golf course to be developed at Prairieview Pointe Park. Board action is requested.

m. Requests for Use

Board action is requested for the following requests for use of parks and facilities in 2024:

1) Current Busters Canoe & Kayak Race

St. Charles Canoe Club, through Karl Teske, Secretary, has formally requested the use of Ferson Creek Park for the purpose of hosting their annual Current

Buster Canoe & Kayak Race on Saturday, May 4, 2024.

2) Fox River Fall Classic Canoe & Kayak Race

St. Charles Canoe Club, through Karl Teske, Secretary, has formally requested the use of Ferson Creek Park for the purpose of hosting their annual Fox River Classic Canoe & Kayak Race on Sunday, September 29, 2024.

3) Everybody Rides

Project Mobility, through Katherine Reda, Event Director, has formally requested the use of Otter Cove parking lot / east lawn for the purpose of hosting their annual 10K bike ride on Sunday, June 9, 2024.

4) Day in the Park

Fox Valley Special Recreation Association, through Brian Houzenga, Event Coordinator, has formally requested the use of Pottawatomie Park for the purpose of hosting their annual Day in the Park Event on Wednesday, July 10, 2024.

VI. Director's Report

VII. Commissioner Comments

Bob Carne
Brian Charles
Jim Cooke
Karrsten Goettel
Peggy McCarthy
Bob Thomson
Steve Ward

VIII. Executive Session

Closed meeting for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2(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.

IX. Other Business

X. Adjournment of Meeting