



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

December 12, 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 December 12, 2023. At 6:35 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, Information Technology Manager Jeff Essig, Public Relations & Marketing Manager Erika Young, Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present: Aquatics, RVMG & Haines Manager Cayla Greenfield, Assistant Superintendent of Recreation Taylor Krawczyk, Assistant Superintendent of Recreation Katie Miller, Human Resources & Risk Manager Christina Nickel, and AAC Supervisor & Safety Coordinator Lynne Yuill

Guests:

Consent Agenda

Mr. Cooke moved and Mr. Ward 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 November 28, 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 Recreation Mike Kies and Assistant Superintendent of Recreation Katie Miller shared their excitement for the recent promotion of Cayla Greenfield to the new Aquatics, River View Mini Golf and Haines Manager position. She recently received her Certified Pool Operator certification and is well equipped to take on the management of Swanson Pool. The Commissioners congratulated Ms. Greenfield on her new position.

Administration and Finance

2023-12-01: FY 2023 Amended Budget and Appropriation Ordinance

Superintendent of Finance & Administration Ashlee Wallace asked the Board to consider approving 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, contractual services and materials and supplies. Ms. Wallace added that the changes from the tentative amended BAO presented in October were minimal at \$43,000 total across funds.

Mr. Charles moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2023-12-01: FY 2023 Amended Budget and Appropriation. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

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

Ms. Wallace 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. Ms. Wallace detailed the changes from the tentative 2024 BAO that was presented in October. In the General Fund, one full-time security position was removed from the budget, but dollars were added to parks training to account for the expense of employees attaining CDL licenses. In the Recreation Fund, Haines related revenue/expenses were adjusted to reflect the impact of D303 construction in 2024. Additional expenses were added in contractual services for the Active Net Captivate App. The Liability Fund increased PDRMA expenses to account for its new methodology in determining member contributions. Debt Service Fund was adjusted for principal and interest payments based on a one-year issue plan. The Capital Fund adjusted bond proceeds for one year issue plan and deferred \$600,000 from 2023 budget to 2024 budget for ESSC restroom/concession building construction. Finally, property tax revenue allocations were adjusted based on fund balances.

Mr. Carne asked for clarification regarding the comparison of revenue between 2023 and 2024 budgets. Ms. Wallace clarified that the additional revenue is from property taxes. Mr. Ward asked about the \$35,000 increase in PDRMA expenses and Ms. Cabel clarified the total contribution amount is approximately \$350,000 and although the new methodology increased our contribution, we would have had a significant increase using the old methodology due to increases in operating expenses and payroll.

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

Active Net Captivate App

Ms. Wallace asked the Board to consider a 3-year contract with Active Net for its Captivate App that allows patrons to register for programs, as well as stores aquatic passes for facilities. The app can be customized with the District's branding. Ms. Wallace negotiated the cost down to \$12,750 per year for three years. Mr. Thomson asked if it could be used at Norris Recreation Center and the response was no, not at this time. Although also NRC uses ActiveNet, the facility is on a different system than the Park District. Commissioners expressed concern for paying for a product that does not have all of the functions the District's patrons desire, specifically making reservations for courts and facilities. Staff responded that there isn't a product available that does this well in the Recreation industry. Additionally, making a reservation through a staff member is the best way to ensure customer satisfaction. Mr. Carne and Mr. Ward agreed that it is advantageous that the District be able to back out of the contract if the app is not working as promised. Mr. Charles

believes that ActiveNet should be giving the app to the District for free, but acknowledged they have a product that they have the right to sell. Ms. McCarthy complimented Ms. Wallace for negotiating a lower price on the contract.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve a 3-year contract with Active Net for its Captivate App for \$12,750. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Phone System Upgrade

Information Technology manager Jeff Essig requested approval for replacement of the current phone system with RingCentral's platform for a 5-year agreement for \$25,500 per year. He explained that current contracts are expiring in 2024 and phones are aging. RingCentral is a cloud-based system and Teqworks is well equipped to support the system. Mr. Thomson expressed concern about a long contract of five years to which Mr. Essig responded that it is a major project to overhaul the phone system, so five years is reasonable. Ms. McCarthy asked if other park districts use RingCentral and Mr. Essig responded that he wasn't sure of other park districts, but RingCentral has an excellent reputation. Mr. Ward asked about Mr. Essig's confidence in the installation process and he responded that he is not worried about the process and Teqworks has the experience to support him. Mr. Charles asked if the cost includes the purchase of new phones (the hardware) and Mr. Essig said that would be a separate purchase.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve a 5-year contract with RingCentral's platform for a 5-year agreement for \$25,500 per year. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Safety Committee Report

Mr. Kies introduced Lynne Yuill and Christina Nickels of the Safety Committee. Ms. Yuill reviewed three initiatives of the committee in 2023, which were de-escalation training, active threat preparedness and training in The Standard Reunification Method. Ms. Nickels reviewed key safety accomplishments in 2023, which included \$2,400 in PDRMA reimbursements, installation of key card access & electronic door locks and gate closures, and 7,395.75 hours of training completed by employees, among other impressive achievements. She also looked ahead to the 2024 Soaring to New Heights Conference at which District staff will present on Crisis Management for Active Threat Situations. Training of employees in 2024 will include relevant topics specific to employees needs such as ergonomics, best practice lifting, PPE and proper body mechanics. Ms. McCarthy thanked Ms. Yuill and Ms. Nickels for the presentation and Mr. Goettel added that it was an interesting and thorough presentation.

Safety Manual Update

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the updated Safety Manual. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Cayla Greenfield, Taylor Krawczyk, Katie Miller, Christina Nickels and Lynne Yuill left the meeting at 7:18 pm.

Sculpture in the Park

Public Relations & Marketing Manager Erika Young shared plans to expand the annual Sculpture in the Park exhibit to a year-round program. She explained the impact on the timeline of the program. Installation would move from April to June and the artist reception will move from June to July. The stipend for each sculptor for showing a piece will increase to \$1,500. Ms. Cabel added that other exhibits are moving to year-round exhibits, which is an added convenience to artists who will only need to come to the park once a year to remove their old sculpture and bring in new one at the same time. Mr. Charles asked whose good idea was it to move to year-round and Ms. Young responded that it was the sculptors, Sculpture in the Park committee members and residents who requested the change. Commissioners agreed to move to a year-round exhibit.

IAPD/IPRA Annual Conference Request

Ms. Cabel 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.

Ms. McCarthy moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve attendance of Alex Hartzell at the 2024 IAPD/IPRA Annual Conference. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

2024 Board Meeting Calendar

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the 2024 Board Meeting Calendar. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

2024 District Calendar—Administrative Regulations

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the 2024 District Calendar-Administrative Regulations. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Resolution 2023-12-01 Naming Prairieview Pointe Park

Ms. Cabel asked the Board 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.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Resolution 2023-12-01 Naming Prairieview Pointe Park. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Recreation

No Business

Parks, Planning, and FacilitiesPrairieview Pointe Park Disc Golf Course Concept Plan

Superintendent of Parks & Planning Laura Rudow presented concept plans for the 18-hole disc golf course to be developed at Prairieview Pointe Park. She showed the original concept plan that was designed using the relatively flat 55 acres of the property. In an effort to create an attractive and inviting disc golf course, she commissioned a second plan that uses the hills, trees and varied topography on the rest of the property, which she presented at the Capital Workshop in October.

Ms. Rudow explained that after that meeting, she presented the second concept plan to Pam Otto for her feedback and to identify any sensitive areas within the 88 acres of the property. Ms. Otto provided three parts of the property that are of concern: an area with a rare leafy plant species; a salamander pond that once only had 10 salamanders, but due to the District's naturalists restoration efforts, now has hundreds; and an area where grassland nesting birds build homes on the ground. Some of the holes on the second concept plan are within those sensitive areas. Ms. Rudow asked for feedback on how the Commissioners would like to proceed. After discussion that acknowledged that compromises might need to be made that balance the desire for recreational opportunities on the property with the concern for the species within, the Commissioners directed Ms. Rudow to ask the disc golf course architect to relocate the holes that would have the biggest impact on the sensitive areas.

Requests for Use of Facilities

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the following requests for use of facilities *en gros*:

- St. Charles Canoe Club requested the use of Ferson Creek Park for the purpose of hosting their annual Current Buster Canoe & Kayak Race on Saturday, May 4, 2024
- St. Charles Canoe Club 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
- Project Mobility, through Katherine Reda 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
- Fox Valley Special Recreation Association 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

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

Director's Report

Ms. Cabel shared a copy of the Winter 2024 Activity Guide that was delivered last week to residents. She reminded the Commissioners of the holiday luncheon on Friday at noon at PCC and hoped everyone would be able to make it. And she wished everyone a Merry Christmas as this meeting is the last of the year.

Commissioner Comments

Bob Carne: Mr. Carne asked about the fire that occurred on Sunday in the gym at PCC. It was the result of a light fixture that blew, but the safety system designed to distinguish the fire worked as it should have and there was no damage and no one was hurt. Mr. Carne gave kudos to the staff for the successful program, Trip to the North Pole, which served 320 people in its first year. He added that the District is in the "making memories" business and this is an example of doing just that.

Commissioners Brian Charles, Jim Cooke, Karrsten Goettel, Peggy McCarthy and Bob Thomson all wished their fellow Commissioners and staff a Merry Christmas and a Happy New Year!

Steve Ward: Mr. Ward wished everyone a Merry Christmas and Happy New Year. He also asked if there was any chance the District could bring snow to a sledding hill this winter.

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 7:55 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Erika Young left the meeting at 7:55 p.m.

The Board returned to Open Session at 8:12 p.m.

Adjournment of Meeting

Mr. Thomson moved and Mr. Ward seconded that the meeting be adjourned. Unanimous aye votes were cast and Mr. Goettel adjourned the meeting at 8:13 p.m.



Secretary

Date Approved: January 9, 2024