



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

8 North Avenue, St. Charles, IL

February 13, 2024 – 6:30 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Consent Agenda*

A. Approval of Minutes from Meeting on January 23, 2024

IV. Public Appearances

Staff will introduce new Fleet Manager Clayton Ziemba.

V. Business Items

1. Administration and Finance

a. Bond Ordinance 2024-02-01

An Ordinance providing for the issue of \$2,122,060 General Obligation Limited Tax Park Bonds, Series 2024, of the St. Charles Park District, Kane and DuPage Counties, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. Board action is requested.

b. BS&A Cloud Purchase

Staff recommends moving the BS&A accounting software from the server version to the cloud version. Initial implementation cost is \$31,355 which includes 2024 service fees. The annual service fees for 2025 and 2026 will be \$19,995/year. Board action is requested.

c. Personnel Policy 3.10: Sick Leave

The Board is asked to consider changes made to Personnel Policy 3.10: Sick Leave. The Emergency Sick Leave Donation Program was added to the policy to allow employees to donate unused accrued PTO hours to employees facing unforeseen circumstances related to sick leave when the employees' paid time off banks cannot accommodate. Board action is requested.

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

2. Recreationd. Sportsplex and Athletics Annual Report

The team will provide a year-end review of 2023 operations and direction for 2024 in the areas including Sportsplex, Athletics, Tournaments and Events.

3. Parks, Planning, and Facilitiese. Grant Update

Staff will review the status of current grant contracts as well as update the Board on future opportunities that align with the Comprehensive Master Plan.

f. Pottawatomie Golf Course Professional Services Contract

The Board is asked to consider a contract for professional services with Martin Design Golf of Sugar Grove, IL for \$35,700 for site evaluation, preliminary planning and civil engineering for the redevelopment of the practice area at Pottawatomie Golf Course. Board action is requested.

g. Upland Designs Professional Services Payment

Per the 2024 Capital plan, Upland Design is providing professional services for the design, engineering and construction plan development of the Splash Park renovation at Otter Cove Aquatic Park. Invoice for services rendered is \$63,883. Board action is requested.

h. Mowing Contract

In 2023, the Board approved a three-year contract with Mark 1 Landscape, Inc., Bartlett, IL for mowing services. The mowing contract is now in the second year of three and the cost is \$196,206.47 for the 2024 season. Board action is requested.

i. Bid Rejection

The Board is asked to consider formally rejecting the bid submitted by Friendly Ford, Roselle, IL for a Ford F150 XL 4x4 Super Cab for \$43,500 for Breach of Contract. They are unable to provide the truck that meets the specification for the price submitted on the public bid. Board action is requested.

j. Vehicle Purchase

Bids were solicited for a Ford F-150 XL 4x4 Super Cab and opened on January 19th, 2024. Hawk Ford, St. Charles, IL is determined to be the lowest bidder for \$43,814. Board action is requested.

k. Requests for Use1) Mother's Day 5K

Zellmer Family Foundation, through Mary Agnes Zellmer, Event Coordinator, has formally requested the use of Mt. St. Mary Park for the purpose of hosting a 5K Run in the park on Saturday, May 11, 2024. Board action is requested.

VI. Correspondence

VII. Director's Report

VIII. Commissioner Comments

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

IX. Executive Session

Closed meeting for the purpose of considering the following subjects, 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; (c)(11): litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting; and Section 2(c)(1) discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

X. Adjournment of Meeting