



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

January 23, 2024 – 6:30 P.M.

### MINUTES

#### Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on January 23, 2024. 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 and Steve Ward

**Commissioners absent:** Bob Thomson

**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, Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

**Other staff present:** Golf Course Superintendent Denise Gillett-Parchert, Assistant Golf Course Manager Bill Ogiego, Partnership & Sponsorship Supervisor Carina Graham, Construction Supervisor Chuck Dupuis, Assistant Construction Supervisor Will Blankenship, Assistant Superintendent of Recreation Taylor Krawczyk, Recreation Supervisor Jaz Lara-Pacheco

**Guests present:** Izzy Beu, Sarah & Matt Beu, Maya Townsend, Isabelle Townsend, Robert & Heather Rooney, Curt Barrett

#### 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 January 9, 2024
- Approval of Bills as of December 31, 2023

Account		Amount
CORPORATE FUND	\$	318,566.92
RECREATION FUND	\$	51,450.18
LIABILITY INSURANCE	\$	145,266.93
SPECIAL RECREATION	\$	3,516.37
DEBT SERVICE FUND	\$	4,016,756.76
REVENUE FACILITIES	\$	23,599.05
NORRIS REC CENTER	\$	13,345.65
SPORTSPLEX	\$	9,293.95
CAPITAL	\$	808,134.82
	Total \$	5,389,930.63

- Approval of Cash and Investment Report as of December 31, 2023

- Approval of Revenue Expense Reports as of December 31, 2023

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

### **Public Appearances**

The Board of Commissioners welcomed members of the St. Charles North Girls Varsity Swim & Dive Team, Izzy Beu, Maya Townsend, Coach Rob Rooney and their families. Director Holly Cabel highlighted Maya winning first place in the 50-yard, 100-yard freestyle and 200-yard freestyle in the Athletes with Disabilities Division. She then recognized Izzy's win in the 200-yard individual medley, which was the second fastest time in state history. Coach Rooney spoke about each of the girls' accomplishments and President Goettel presented each athlete with a Certificate of Recognition for leaving a legacy in St. Charles sports. Congratulations, Maya and Izzy!

*Izzy, Sarah & Matt Beu, Maya & Isabelle Townsend, Robert & Heather Rooney left the meeting at 6:38 p.m.*

Superintendent of Parks & Planning Laura Rudow introduced two employees who recently were promoted to new positions in the District. Chuck Dupuis has been an employee for 20 years, sixteen of which was as the Construction Assistant. When the Construction Supervisor retired, Chuck stood out as the most qualified candidate for the position and was promoted. Will Blankenship has worked for the District for four years as a seasonal employee and Park Specialist, before his promotion to Chuck's Construction Assistant. The Commissioners congratulated Chuck and Will on their promotions and thanked them for their hard work.

*Chuck Dupuis and Will Blankenship left at 7:45 p.m.*

Resident Curt Barrett spoke to the Commissioners about his frustration with the whirlpool at Norris Recreation Center being out of operation for an extended period of time. He asked that it be replaced or repaired as soon as possible. Commissioners thanked Mr. Barrett for his comments.

*Curt Barrett left the meeting at 7:50 p.m.*

### **Administration and Finance**

#### **Partnership & Sponsorship Annual Report**

Partnership & Sponsorship Supervisor Carina Graham reviewed the highlights of 2023, including 12% increase in cash revenue over 2022 and 9 new sponsors. Ms. Graham also mentioned that 2024 has started off well with 4 new sponsors already.

Public Relations & Marketing Manager highlighted updated & new features of the website. The "Current Projects" page has been updated to give more information about capital projects across the District in a consistent and visually-appealing way. Ms. Young then demonstrated how the new virtual tour can be viewed online, featuring hundreds of drone pictures of all parks and facilities as well as virtual tours inside buildings. Last, she shared the site [stcnature.org/good-natured/](http://stcnature.org/good-natured/) which houses hundreds of Pam Otto's Good Natured articles dating back to 2018, with a search function and clickable tags to help users find a topic to read more about.

*Carina Graham and Erika Young left the meeting at 7:02 p.m.*

Pottawatomie Golf Course Annual Report

Golf Course Manager & Golf Pro Ron Skubisz, Assistant Golf Course Manager Bill Ogiego and Golf Course Superintendent Denise Gillett-Parchert presented the annual report for Pottawatomie Golf Course. Mr. Skubisz provided data that highlighted another great year on the golf course in 2023. Revenues were \$59,764 over budget while overall expenses were \$7,314 under budget. Golf rounds of 34,667 were second best in 10 years. Cart rentals exceeded 10,000 for the season for the first time in course history. Mr. Ogiego spoke about the golf leagues, outings and tournaments in 2023, which were very successful. Ms. Gillett-Parchert reviewed the enhancement projects that were completed in 2023, including the cart storage area, re-decking of the bridge, installation of a pull cart wash station and improvements on tee #9. She also acknowledged the golf course employees who worked tirelessly when 8 trees were uprooted last March when a tornado touched down on the course. Commissioners suggested that staff develop a junior PGA program that could feed into the high school programs and creating a space with upgraded concessions that invites golfers to hang around the course after they are done playing. Commissioners thanked the golf course staff for another great year.

*Ron Skubisz, Bill Ogiego and Denise Gillett-Parchert left the meeting at 7:45 p.m.*

Personnel Manual Updates

Superintendent of Finance & Administration Ashlee Wallace shared one updated personnel manual policy and three new policies. Updates were made to Personnel Manual policy 3.15: Emergency Leave, Family Bereavement Leave and Child Extended Bereavement Leave. The update is due to new law for Child Extended Bereavement Leave. Three new policies were written: 3.05: Transportation Benefits Act Policy; 3.14: Blood and Organ Donor Leave Policy; and 3.26: Mobile Device Reimbursement & Alternative Policy. Policies 3.05 and 3.14 are due to new laws.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners adopt Personnel Manual policy 3.15: Emergency Leave, Family Bereavement Leave and Child Extended Bereavement Leave; 3.05: Transportation Benefits Act Policy; 3.14: Blood and Organ Donor Leave Policy; and 3.26: Mobile Device Reimbursement & Alternative Policy. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

RecreationBaker Station & Before the Bell Annual Report

Assistant Superintendent of Recreation Taylor Krawczyk introduced Recreation Supervisor Jaz Lara-Pacheco, praising Ms. Lara-Pacheco for her first year with the District, specifically for cultivating a positive culture in the program. Ms. Lara-Pacheco presented an overview of the Baker Station & Before the Bell Program. Before the Bell provides care for elementary students five days a week from 6:30 a.m. to 8:00 a.m. Haines Gymnasium & Bell Graham Elementary School accommodate 9 schools and 37 students. CUSD 303 provides the transportation from those two sites to other schools. Baker Station provides after school care and has 417 participants across 8 schools with a maximum enrollment of 50 students per day. Ms. Lara-Pacheco is proud of the training of summer camp staff to become leaders in the BTB/BS program and the behavior management training in fall 2023 for all staff. The 26 No School Days at Haines have been successful, with 45 participants attending these days that don't normally attend BTB/BS programs.

New this year are the No School Day Trips, with one offered in fall 2023 and 3 being offered this spring. The Commissioners thanked Ms. Pacheco-Lara for her report.

*Taylor Krawczyk & Jaz Lara-Pacheco left the meeting at 7:52 p.m.*

#### Highlands Elite Athletic Training (H.E.A.T.) Agreement

Mr. Kies explained that because of the construction beginning in February at Haines Gymnasium, staff have been looking for another indoor space for pickleball courts. The owner of Highlands Elite Athletic Training has agreed to a license agreement that allows the District to provide open pickleball play during weekday morning hours. The terms of the agreement commence February 1, 2024 and end on May 24, 2024. The agreement also dictates a 50/50% revenue split.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the license agreement with HEAT for the terms described. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Ward and Goettel. Nay: none. The motion carried.

#### Parks, Planning, and Facilities

##### Comprehensive Master Plan & Capital Update

Ms. Rudow shared the 5-year Comprehensive Master Plan and reviewed the projects that are slated for the fifth year. Primrose Farm Agricultural Education Center is under construction and will be completed by October 2024. The District received an OSLAD grant for Primrose Farm Park and professional services will begin this year. There is a pending OSLAD grant for East Side Sports Complex and the District should know soon on whether that project can move forward. The last project slated for the fifth year of the plan is to update Comprehensive Master Plan. The District has budgeted professional services for this year to complete an updated CMP and Ms. Rudow added that we already have a good road map of projects to be included in the plan.

Ms. Rudow then gave a quick update on current capital projects. The education center at the farm will be delivered in kit form February 8<sup>th</sup>, so construction will begin then. The Hickory Knolls Discovery Center remodel project had some delays, but is now in the homestretch for completion by the February 24<sup>th</sup> ribbon cutting ceremony. Fox Chase Park survey will be available soon for residents to give input on a concept plan with resident requested amenities. Mr. Cooke asked for an update on Prairieview Pointe Park and Ms. Rudow said that the disc golf course designer is working on a new plan that moves holes away from the sensitive areas on the property. Ms. Rudow said the Board can expect to see the plan in February.

##### Capital Equipment Purchase, Vehicle Purchase, Change Order for Boilers at Otter Cove Aquatic Park and Requests for Use

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

- Dingo 2328-TX1000 wide track with 53" bucket, Auger drive, 9" Auger bit, Stump grinder, Brush Grapple rake and forks specified and located through Sourcewell, contract #031121-TTC, in the amount of \$49,500 at Alta Equipment Company, South Elgin, IL

- Ford F-150 XL 4x4 Super Cab pick-up truck from Yockey's Friendly Ford, Roselle, IL for \$43,500.00
- Change order to the contract with Oak Brook Mechanical Services, Inc. in the amount of \$10,962.00 to provide and install additional flue material for two boilers at Otter Cover Aquatic Park
- Race Time Inc. for the use of Hickory Knolls Discovery Center and Hickory Knolls Trails for the purpose of hosting Hickory Knoll Trail Run, their annual 5 & 10K run on Sunday, June 9, 2024
- St. Charles Chamber of Commerce for the use of the large Historic Pavilion in Pottawatomie Park for the purpose of hosting YPC Summerfest, their annual young professionals summer picnic on Friday, June 28, 2024

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

### Special Reports

#### Fox Valley Special Recreation Association

No report as the meeting today was cancelled.

#### St. Charles History Museum

No report

#### St. Charles Park Foundation

Ms. Cabel reported that the Foundation is reviewing projects for which they want to do a large fundraising drive. The Foundation is also considering additional Eat & Earn fundraisers as well as fundraisers connected local breweries.

#### St. Charles Arts Council

Ms. Cabel said that the Arts Council is hosting a new Trivia Night fundraiser on Monday night at Pollyanna Brewing.

#### St. Charles Business Alliance

Ms. Cabel shared that Restaurant Week begins February 5<sup>th</sup>, which is earlier in the month than past years due to local business requests. There will be a 20% discount and over 40 restaurants participating.

#### St. Charles Housing Commission

No report

#### St. Charles River Corridor Foundation

Ms. McCarthy said that over 400 people attended the first "A River Runs Through It" presentation at the Arcada Theatre last week which was about the proposed dam removal. The Commissioners and staff discussed the different options presented and the City of St. Charles resolution creating a task force consisting of the City, Park District and RCF.

Baker Community Center

No report

Correspondence

None

Director's Report

Ms. Cabel said annual harassment training is open for the Board to complete. Ms. Cabel reminded Commissioners that employees will be attending the annual IPRA/IAPD conference this week in Chicago, but their will still be a weekly update on Friday.

Commissioner Comments

**Steve Ward:** Mr. Ward said that he has spoken to several residents who are eager to give feedback on the concept plans for Fox Chase Park. He also commented on the great presentations tonight.

**Peggy McCarthy:** Ms. McCarthy expressed appreciation for the shoveled pathways at Mt. St. Mary Park.

**Karrsten Goettel:** No comments

**Jim Cooke:** No comments

**Brian Charles:**

**Bob Carne:** Mr. Carne gave kudos to all the staff responsible for clearing the snow from sidewalks and parking lots across the District. He specifically mentioned that a patron told him that getting into the Adult Activity Center at Pottawatomie Community Center was easy because it was cleared of ice and snow. He mentioned that Denise is a real asset to Pottawatomie Golf Course. Mr. Carne said that Tik Tok is banned from all devices issued by the federal government and wondered if we had the same policy. Ms. Cabel replied that it is not a platform that the District uses and the new "Follow your Interest" program works well for patrons interested in specific facilities and programs. Mr. Carne followed up with his earlier suggestion that staff meet with our new legislative representative about the Union Pacific railroad acquisition. Ms. Cabel replied that a meeting has been set up by Senator DeWitte with Union Pacific. Mr. Carne's last suggestion was for River View Miniature Golf host a putt-putt championship by age group next summer.

Adjournment of Meeting

Mr. Charles moved and Ms. McCarthy seconded that the meeting be adjourned. A voice vote was taken and unanimous aye votes were cast. Having no further business to conduct, President Goettel adjourned the meeting at 8:30 p.m.

  
Secretary

Date Approved: February 13, 2024