



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

February 13, 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 February 13, 2024. At 6:35 p.m., Vice President Bob Thomson called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Brian Charles, Jim Cooke, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Karrsten Goettel

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: Assistant Superintendent of Recreation Melissa Caine, Athletics Manager TC Hull, Athletics Supervisor Andrew Nelson & Fleet Manager Clayton Ziembra

Guests present: Aaron Gold of Speer Financial

Consent Agenda

Ms. McCarthy 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 23, 2024

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

Public Appearances

Superintendent of Parks & Planning Laura Rudow introduced Clayton Ziembra who was recently hired as the new Fleet Manager.

Clayton Ziembra left at 6:38 p.m.

Administration and Finance

Bond Ordinance 2024-02-01

Superintendent of Finance & Administration Ashlee Wallace invited Mr. Aaron Gold of Speer Financial to speak about the bids received February 8, 2024 for the \$2,122,060 General Obligation Limited Tax Park Bonds, Series 2024. Four bids were received and he recommended the Board of Commissioners to accept the bid of People's National Bank of Kewanee for 4.48%. The closing date on the sale will be in two weeks and will mature on December 15, 2024. The bond proceeds will be used over the next year to pay for capital improvements and the cost of issuing the bonds.

Mr. Cooke moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners accept the bid of People's Nation Bank of Kewanee and approve Ordinance 2024-02-01 providing for the issue of \$2,122,060 General Obligation Limited Tax Park Bonds, Series 2024, of the St. Charles Park District, 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. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Aaron Gold left the meeting at 6:43 p.m.

BS&A Cloud Purchase

Ms. Wallace asked the Commissioners to consider a contract with BS&A to move its accounting software from the server version to the cloud version. She explained the advantages of the upgrade to the cloud in terms of usability for employees and the timing of the upgrade alleviates the need to purchase a new server. Initial implementation cost is \$31,355 which includes 2024 service fees. The annual service fees for 2025 and 2026 will be \$19,995/year. Mr. Ward asked if historical data would be kept and Mr. Essig replied that the current server has that data back to when the District started using BS&A for its accounting software in 2016.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the contract with BS&A for the cloud version of its accounting software for an implementation cost of \$31,355, which includes 2024 service fees, and subsequent annual service fee cost of \$19,995 in 2025 and 2026. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Personnel Policy 3.10: Sick Leave

Director Cabel shared additions 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. Ms. McCarthy inquired if employees asked for the donation program and Ms. Cabel responded that there is need for and support from employees for this program. Mr. Ward asked about the financial planning around this as he did some reading about sick leave donations like this as he had never heard of one before. Ms. Cabel responded that the District's legal counsel reviewed the policy and Ms. Wallace assured the Commissioners that legal removed the subjectivity from the policy.

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners adopt Personnel Manual policy 3.10: Sick Leave. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Recreation

Sportsplex & Athletics Annual Report

Superintendent of Recreation Mike Kies introduced the Sportsplex team: Assistant Superintendent of Recreation Melissa Caine, Athletics Manager TC Hull and Athletics Supervisor Andrew Nelson. He congratulated them on a good year of growth and new partnerships. Ms. Caine briefly

spoke about an open staff position at Sportsplex and how the current team is working hard to fulfill those duties as a search for a new teammate continues. She introduced Andrew Nelson who became a full-time employee at the beginning of this year. Mr. Nelson spoke about contracted youth programs in which 2,296 participants enrolled in karate, Hot Shot Sports programs, tennis classes and All Star Sports programs. Enrollment increased significantly in all of these programs in 2023. Adult Athletics include pickleball leagues and tournaments, co-ed and men's softball leagues & tournament, men's soccer leagues, and non-traditional tournaments such as bocce ball. Participation highlights include: 410 pickleballers played in 26 leagues in 2023; softball leagues included 25 co-ed teams and 28 men's leagues; and 2 sessions of men's soccer leagues with 10 teams. Youth Special Events included Tiny Tot Track Meets in the summer and fall with a total of 105 athletes ages 3-6, which is 12 more participants than in 2022. Pot of Gold Park Stroll is a successful scavenger event that filled all four time slots with 300 participants, 100 more than in 2022.

Ms. Caine then introduced TC Hull who has worked for the District for 4 years and has taken on varied responsibilities as needed, including the day-to-day operations of Sportsplex as well as long-term reservations. As Athletics Manager, he oversees outdoor usage of the parks and facilities for tournaments, races, rentals and athletic associate groups. There were 27 baseball/softball tournaments at East Side Sports Complex in 2023. Events included a spike ball tournament, rugby tournament and adventure races like the HKDC Trail Run. Athletic associate groups continue to provide positive feedback about the conditions of the fields at both ESSC and James O. Breen Community Park. Opportunities in 2024 include maximizing usage of fields and facilities and co-op agreements such as Shamrockin' in the Park. Mr. Hull then spoke about usage of the Sportsplex facility, which includes rentals, athletic associate groups, open play reservations, Rowing Zone, dance classes, camps and indoor walking. Highlights of usage in 2023 include a 67% increase in open play reservations, a rental by the Jarrett Payton Foundation for a bags tournament fundraiser, Nike soccer camp, slime camp, moving the rowing zone from PCC to Sportsplex.

Ms. Caine then spoke of enhancements in 2023, including a renovation on the second floor as part of the agreement with Smith Physical Therapy, speakers installed in Activity Zone and FVSRA room for full-facility announcements, and roof replacement. Opportunities in 2024 include: hiring a new team member; increasing Rowing Zone usage; expanding non-peak time rentals, programs and events; replacement of 20-year-old switchgear; and researching feasibility of on-site summer camps that mirror those held at Pottawatomie to meet the needs of the community.

Mr. Carne urged staff to capitalize on revenue opportunities by running indoor pickleball tournaments. Mr. Thomson asked why the plans for ESSC include only 4 pickleball courts. Ms. Rudow responded that the plans are to work with existing footprint of courts to minimize costs. Ms. Caine added that they are trying to maximize indoor usage. Leagues where players can come in and play for an hour-and-a-half seem to be the most popular, as they often are fully enrolled in less than ten minutes after registration opens. Mr. Carne asked about why it appears that baseball and softball fields are not being used in the summer at ESSC and Mr. Hull replied that the turf fields are booked for the season. The Commissioners thanked the staff for their presentation.

Melissa Caine, TC Hull & Andrew Nelson left the meeting at 7:16 p.m.

Parks, Planning, and Facilities

Comprehensive Master Plan & Capital Update

Ms. Rudow shared the status of current grant contracts. A \$600,000 OSLAD grant was received last year for Primrose Farm Park improvements, which will include a walking path extension, ninja course, pickleball courts, sand volleyball, ballfield improvements. Bids will go out this summer, construction will begin in the fall for completion by May 2025. The Primrose Farm Agricultural Education Center is partially funded by a \$750,000 Illinois Museum Grant through the IDNR. It includes an indoor classroom and kitchen, flushable restrooms, offices and will allow for year-round program opportunities. Construction is well underway and will be completed by this fall. The District recently was awarded another \$600,000 OSLAD grant for improvements to East Side Sports Complex, which will include ballfield improvements, playground replacement, sand volleyball court improvements, lighted pickleball courts, adult fitness course/station, plaza area and shade structures. These three grants total \$1,950,000 awarded in the last two years. Mr. Thomson asked about the current grant success. Ms. Rudow explained that the OSLAD program is funded by the \$25 real estate transaction tax and the funds grew during the Rauner administration because he did not distribute the funds. A typical grant cycle is \$21-22 million, but the last few cycles have been \$52 million. Now that the funds have been distributed, competition will be tighter the next cycle. Ms. McCarthy asked about who the District's grant writers are and Ms. Rudow explained that she writes the grants with assistance from John Wessel, the District's Landscape Architect, and firms such as Upland Design. Ms. McCarthy congratulated Ms. Rudow who responded that grant writing is a team effort.

Pottawatomie Golf Course Professional Services Contract & Upland Design Professional Services

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the following contract and professional services payment *en gros*:

- 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
- Payment of \$63,883 to Upland Design for providing professional services for the design, engineering and construction plan development of the Splash Park renovation at Otter Cove Aquatic Park

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

Mowing Contract

Ms. Rudow reminded the Board that in 2023, they approved a three-year contract with Mark 1 Landscape for mowing services. The mowing contract is now in the second year of three and she has been happy with their services, as she has received almost no complaints and they have a responsible crew. Mr. Thomson asked if they are on a schedule and Ms. Rudow said they are on a very tight one because of park usage. They mow approximately 155 acres throughout the District, including the U of I facility on Peck Road.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the second year of the contract with Mark I Landscape of Bartlett, IL for \$196,206.47 for the 2024 season. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Bid Rejection & Vehicle Purchase

Ms. Rudow asked the Board to reject a bid submitted by Friendly Ford or Roselle, IL for a Ford F150 XL 4.4 Super Cab for Breach of Contract. The Board of Commissioners approved the contract on January 23, 2024, but Friendly Ford is unable to provide the truck that meets the specification for the price submitted on the public bid. She explained the process of public bids and because Friendly Ford refused to withdraw their bid, the Commissioners need to reject it before accepting the next responsible bid, which is from Hawk Ford in St. Charles.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners reject the bid submitted by Friendly Ford for an F150 XL 4x4 Super Cab for \$43,500 and accept the bid from the next responsible bidder, Hawk Ford of St. Charles, for \$43,814. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Request for Use

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Zellmer Family Foundation use of Mt. St. Mary Park for the purpose of hosting a 5K Run in the park on Saturday, May 11, 2024. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Correspondence

None

Director's Report

Ms. Cabel informed the Commissioners that the Hickory Knolls Discovery Center Open House originally planned for Saturday, February 24, 2024 needs to be rescheduled. The remodel is almost complete, but staff needs more time to add furnishings and finishing touches for an ideal ribbon cutting experience. She asked the Board to consider March 16th as the alternative date and to let her know if that date works for them. Ms. Cabel asked the Commissioners if they will be in town during Spring Break week as the second Board meeting in March is during that week. She informed them that she and two other admin staff will not be in town. Next, Ms. Cabel reminded the Commissioners of the upcoming Legislative Breakfast on March 1 at the Prisco Center. She also reminded them that the Volunteer Appreciation Dinner will be on March 12th at Pottawatomie Community Center before the Board meeting and will be followed by the Volunteer of the Year award presentation at the meeting. Last, she reminded Commissioners that the annual harassment training is due to be completed by the next Board meeting, February 27.

Commissioner Comments

Bob Carne: Mr. Carne asked if there is a process in place for residents to inform the District if they see something that needs attention in a park or facility. Ms. Cabel explained that there are numerous ways that patrons connect with the District through phone calls, text messages and emailing the general email. Messages are passed along to appropriate facility manager or parks department to address the issue. Mr. Carne congratulated the staff on being awarded grants and asked about the recent granting of American Rescue plan funds to Kane County. He wondered if the District had applied for those funds. Ms. Cabel explained that the funds were distributed to Kane County and then the District will apply to Kane County for some of the funds. He suggested

applying for development of the Five Islands property the District recently acquired and Ms. Cabel assured him that was the intention and that staff had recently attended a meeting regarding this.

Brian Charles: Mr. Charles asked about how the Fox Chase Park Improvement survey that was recently published was distributed. Ms. Rudow responded that it went to the list of residents who she has had contact with over the past year regarding Fox Chase Park, plus four HOAs within Fox Chase so that they could distribute it easily through email. It's also on the District website. Mr. Charles did not receive a survey as a resident of Fox Chase, so he suggested reaching out through other means. Mr. Ward asked about the results of the survey and Ms. Rudow shared that there have been over 50 respondents so far.

Jim Cooke: Mr. Cooke wished everyone a Happy Valentine's Day.

Peggy McCarthy: Ms. McCarthy thanked Mr. Kies for getting the whirlpool at Norris Recreation Center repaired. She thanked Ms. Rudow for the grants. She complimented the staff for the cleanliness of the middle bathroom at Mt. St. Mary Park. She asked if a river committee has been approved and Ms. Cabel responded that it will be on next meeting's agenda as it needs to go through City Council approval first.

Bob Thomson: Mr. Thomson shared that he attended the ribbon cutting ceremony of the Dr. Kelly Resource Library at the Vaughn Athletic Center. The library's aim is to provide access to resources for check out, such as recreational equipment and sensory items, by patrons with special needs.

Steve Ward: Mr. Ward said there is a lot of excitement around the Fox Chase Park improvements. He asked when the bathrooms will be complete at ESSC and Ms. Rudow said they are working on water/sewer now. He said the Sportsplex team did a good job with their presentation.

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: Section 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.

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

At 7:47 p.m. the Board temporarily adjourned to proceed to the Executive Session.

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, Vice President Bob Thomson adjourned the meeting at 8:17 p.m.


Secretary

Date Approved: February 27, 2024

