



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

February 27, 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 27, 2024. At 6:31 p.m., President Karrsten Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Jim Cooke, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Brian Charles

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 and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent of Recreation Ande Masoncup, Norris Recreation Center Membership Supervisor Dan Charak, Tennis Pro Bill Dahm

Guests present: Julie Miller-Longo; Park Foundation Trustees Jayne Beck, Vanessa Bell-LaSota, Jim Denison, Joey Kalwat, & Heather Rooney; St. Charles Girls Softball Board Members Nicole Carchedi, Megan Hatheway, Tim Lump, Bob Kudlicki, Meaghan Bishop and players Emma Lump and Quinn Carchedi

Consent Agenda

Mr. Cooke moved and Ms. McCarthy 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 February 13, 2024
- Approval of Bills as of January 31, 2024

Account	Amount
CORPORATE FUND	\$ 372,671.98
RECREATION FUND	\$ 40,269.37
LIABILITY INSURANCE	\$ 755.00
SPECIAL RECREATION	\$ 1,841.64
REVENUE FACILITIES	\$ 27,628.27
NORRIS REC CENTER	\$ 17,381.68
SPORTSPLEX	\$ 7,805.90
CAPITAL	\$ 257,014.80
Total	\$ 725,368.64

- Approval of Cash and Investment Report as of January 31, 2024

- Approval of Revenue Expense Reports as of January 31, 2024

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

Public Appearances

The Board of Commissioners honored retired Park Foundation Trustee Julie Miller-Longo and thanked her for her 18 years of service to the St. Charles community. Commissioner Cooke read aloud the resolution for Ms. Miller-Longo and said a few words about her contributions to the Park Foundation, particularly for spearheading the creation of the Timeless Tags Dog Memorial. He asked the other Foundation Trustees to introduce themselves and thanked them for the work they do in service to the community. The Commissioners thanked Ms. Miller-Longo and wished her well.

Julie Miller-Longo, Jayne Beck, Vanessa Bell-LaSota, Jim Denison, Joey Kalwat, & Heather Rooney left the meeting at 6:42 p.m.

Superintendent of Recreation Mike Kies introduced the President of the Board of St. Charles Girls Softball Nicole Carchedi, who in turn introduced Board members Megan Hatheway, Tim Lumpp, Bob Kudlicki, Meaghan Bishop and players Emma Lumpp and Quinn Carchedi. Ms. Carchedi spoke briefly about the mission of the program and its history.

The meeting was paused due to a tornado warning at 6:46 p.m. The meeting resumed at 7:25 p.m.

Mr. Kudlicki spoke about the positive working relationship Girls Softball has with the Park District staff and thanked them for being so responsive to the program's needs.

Nicole Carchedi, Megan Hatheway, Tim Lumpp, Bob Kudlicki, Meaghan Bishop and players Emma Lumpp and Quinn Carchedi left the meeting at 7:30 p.m.

Administration and Finance

FY 2023 Year-End Report: Preliminary and Unaudited

Superintendent of Finance & Administration Ashlee Wallace presented the preliminary and unaudited financial year-end report for 2023. Ms. Wallace reiterated that the final audit will be presented in May. The report was an overview of the different District funds and included the following information of note:

- Overall operations performed \$2.6 million better than budget.
- The General Fund net revenues exceeded budget by \$1.5 million, attributable to interest income and taxes, as well as savings in full-time wages, training & travel, advertising and marketing, legal services, utilities, employee health insurance and contractual maintenance.
- The Recreation Fund performed \$464,315 better than budget.
 - Areas with revenues exceeding budget include: Adult Activity Center, Hines Facility Rental, Camps, Dance, Tween, Youth Special Interest, PCC and Community Events.
 - Program areas with revenues under budget include Athletics, Adult, Early Childhood and Teen Center.
- The Revenue Facilities Fund performed \$341,294 better than budget.

- Revenues exceeded budget by 9% with increases in all areas.
- Every facility operated at a surplus in 2023.
- The Norris Recreation Center Fund surplus exceeded budget due to reduced expenses in child care and group fitness wages, contractual repairs, marketing & advertising and equipment purchases.
- The Sportsplex Fund surplus of \$34,378 exceeded budget; revenues exceeded budget by \$4,700 and expenses were \$30,700 less than budget.
- All Non-Major and Debt Service Funds expenses were consistent with budget.
- Capital Fund revenues and expenses under budget:
 - expenses are significantly under budget due to: funds set aside for future land acquisition, deferred projects, and renovations started in 2023 to be completed in 2024.
- Land Cash Fund revenue of \$1,582,960 came from developers such as The Springs, Munhall Glen, The Reserve, Stonewood Properties and Charlestowne Lakes.

Commissioners Thomson and Carne asked questions regarding how the surplus funds are used and why aquatics net revenue is down. Ms. Cabel responded that the surplus funds are part of each fund balance. Mr. Carne also said that 2024 should be the year that Sportsplex is in the black and does not need a fund transfer. The Commissioners thanked Ms. Wallace and the team for another financially successful year.

Task Force Regarding the Impact of the St. Charles Dam

Director Holly Cabel asked President Goettel to appoint representatives to the Task Force Regarding the Impact of the St. Charles Dam, which is comprised of representatives from the City of St. Charles, St. Charles Park District and the River Corridor Foundation.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Commissioners Cooke and Thomson, as well as Superintendent of Recreation Mike Kies, to the Task Force Regarding the Impact of the St. Charles Dam. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Primrose Farm

Public Relations and Marketing Manager Erika Young gave a presentation that explained the process of how staff came up with a new logo for Primrose Farm and a name for the agricultural education center that is being built. She asked the Commissioners for feedback, which ranged from dislike of the proposed logo to liking the clean lines of the logo. Ms. Young then spoke about how naming the new building at the farm Primrose Farm Education Center aligns with the names of the other buildings at the farm, which simply state what the building is. After Ms. Cabel explained in more detail how both the logo and name went through the design and vetting process with the staff, the Commissioners agreed to both. Mr. Carne added that it was important to keep the farm closely aligned to the brand of the St. Charles Park District. Ms. Cabel agreed.

Resolution Honoring St. Charles Park Foundation Trustee Julie Miller-Longo

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners adopt Resolution 2024-02-01 honoring St. Charles Park Foundation Trustee Julie Miller-Longo for serving the St. Charles community for 18 years. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

IAPD Legislative Conference Attendance Request

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners grant approval for Holly Cabel, Mike Kies, Laura Rudow, Ashlee Wallace, Erika Young and Jacqueline Mulligan to attend the 2024 Legislative Conference in Springfield, IL, May 7-8, 2024. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

SHRM Conference Attendance Request

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners grant approval for Christina Nickel to attend the SHRM Annual Conference & Expo June 23-26, 2024 in Chicago. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

RecreationNorris Recreation Center Annual Report

Superintendent of Recreation Mike Kies introduced Assistant Superintendent of Recreation Ande Masoncup, Membership Supervisor Dan Charak and Tennis Pro Bill Dahm. He commended the team on achieving a 98.3% membership retention rate and having another great year at Norris Recreation Center. Ms. Masoncup presented a summary of the operations of the NRC in 2023. Highlights include:

- Membership grew by 4% since January 2023
 - 3,529 members from 3,414 in 2022
- Pickleball at NRC: 4 courts added to tennis court #4, drop-in play, leagues began in 2024
- Hosted member retention events and programs
- Expanded aquatic operations with SCA, offering additional members lap swimming, aquatic programming and events district-wide
- Group fitness participation increased 22.5%; 35 weekly classes
- Participation grew 40% for Wellness Coaching and 46% for Massage Therapy
- 4 text groups to communicate with membership database based on interest
- Tennis program participation is down slightly from 2023
- Plans for 2024 were presented

Commissioners Carne asked why the \$30,000 for equipment purchase was not used and Mr. Kies explained that staff decided to lease equipment instead of purchasing it. Mr. Carne also added that every NRC member that he has spoken to loves it. He wondered how long it takes for broken equipment to get repaired, to which Mr. Kies responded that there is a robust preventative maintenance program in place to minimize the time equipment is down. Mr. Thomson asked about the plans for a lobby and bathroom renovation; Mr. Kies responded that there is a meeting with the D303 mid-March to discuss. Ms. McCarthy suggested that staff check out other tennis facilities to see what NRC can do to enhance its attractiveness to players. The Commissioners thanked the staff for their presentation and congratulated them on a good year.

Ande Masoncup, Dan Charak and Bill Dahm left the meeting at 8:27 p.m.

Parks, Planning, and Facilities**Prarieview Pointe Park Disc Golf Course Concept Plan**

Superintendent of Parks & Planning Laura Rudow shared an updated disc golf course concept plan. She shared plans for an interactive survey to reach out to players electronically for feedback before refining the holes. Mr. Cooke expressed frustration that the concept plan does not reflect a reasonable compromise between the desire to offer a course using the unique topography of the property and the concern for disrupting the natural habitats of the land. Commissioners and staff discussed options for moving forward and it was agreed that engaging the community for feedback would be the first step.

East Side Sports Complex Restrooms & Concession Stand

Ms. Rudow gave an update on the progress of the ESSC restroom & concession stand building. She shared a concept plan for the water lines going from the main water line to the building site. The City agreed that 3-inch water lines are sufficient for the building, which significantly reduces the cost of installing 8-inch lines as originally planned. The next step is a determination from the fire marshal on whether a fire suppression system will be required. The final designs of the building will be brought to an upcoming meeting for Board approval. Ground will break this spring with completion expected before fall. Mr. Ward asked about concessions management and whether it would be contracted out or if the District would run it. Ms. Rudow said she budgeted to contract a concessionaire for 2024.

Farm Stand Lease Agreement

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve a one-year lease agreement with Elder Oaks Farm Market, previously doing business as FulBuschel Farm, to operate and sell produce at the farm stand on Crane Road as well as utilize four (4) tillable acres at Primrose Farm for food production, for \$250 per acre for a total lease of \$1000. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Requests for Use

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

- St. Charles East Leadership Studies, for the use of East Side Sports Complex Sand Volleyball Courts for the purpose of hosting a volleyball tournament to bring awareness to the Hardy Strong Foundation on Saturday, May 11, 2024.
- Village Pedaler for the use of the East Side Sports Complex State Park for the purpose of hosting a family-friendly BMX games with mini competitions on Saturday, June 1, 2024.

A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Special Reports**Fox Valley Special Recreation Association**

Mr. Thomson reported that FVSRA is moving to Paycom for its payroll services. They are continuing inclusion services. Summer day camps will be held at schools. Their annual BBQ raffle

fundraiser is April 12. Staff updated personnel policy regarding time off. The Board approved work station improvements not to exceed \$60,000. Board reviewed budget assumptions and strategic plan.

St. Charles History Museum

No report

St. Charles Park Foundation

No report

St. Charles Arts Council

Ms. Cabel said that the Student Art Show's artist reception is April 6.

St. Charles Business Alliance

Ms. Cabel shared that the St. Patrick's Day Parade is March 9.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy reported that the last lecture in the A River Flows Through It series was very successful and that Jenni Kempf spoke about her experience canoeing the entire Fox River. Ms. McCarthy also said the Foundation is proud to have John Rabchuk represent on the task force regarding the dam.

Baker Community Center

No report

Correspondence

None

Director's Report

Ms. Cabel said that the admin team will be attending the Legislative Breakfast this Friday at the Prisco Center. Spring Recognition event will be April 12th at St. Charles Bowl. Ms. Cabel said that the second meeting in March falls during spring break and the Commissioners agreed to cancel the meeting. Ms. Cabel reported that the golf course will be opening on Friday, March 1 as the weather and course conditions are favorable for an earlier than usual opening. She reminded the Board that the Volunteer Reception will take place before the next Board meeting and the Volunteer of the Year will be recognized at that same meeting.

Commissioner Comments

Bob Carne: Mr. Carne shared two ideas he had: 1) find ways to use blue lights during Autism Awareness month in April; and 2) find ways to transport seniors to the Adult Activity Center.

Jim Cooke: No comments

Karrsten Goettel: No comments

Peggy McCarthy: Ms. McCarthy said that the parks she has been in look great. She suggested that signs in Fairview Park might be translated into Spanish. She also suggested a QR code be added to signs at Mt. St. Mary Park so that patrons could follow a map of the Sculpture in the Park.

Bob Thomson: Mr. Thomson asked about the status of a digital sign for the park district. Ms. Cabel said one had been discussed at a board meeting but no final decisions have been made.

Steve Ward: Mr. Ward congratulated Mr. Essig on implementing the new phone system successfully, as the public announcement system worked well tonight when the tornado sirens went off!

Executive Session

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners temporarily adjourn to a closed session for the purpose of considering the following subjects, per the Open Meetings Act, 5 ILCS 120/2: Section 2(c)(6): the setting of a price for sale or lease of property owned by the public body; and Section 2(c)(1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.

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

At 9:12 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Jeff Essig, Mike Kies and Erika Young left the meeting at 9:12 p.m.

Other Business

Mr. Cooke moved and Mr. Thomson seconded that St. Charles Park District Board of Commissioners approve the recommended merit increases as presented for eligible full-time employees for 2024. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Adjournment of Meeting

Mr. Cooke 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 9:25 p.m.


Secretary

Date Approved: March 12, 2024