



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

March 12, 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 March 12, 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, 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 Recreation Mike Kies, Superintendent of Finance & Administration Ashlee Wallace, Information Technology Manager Jeff Essig, Marketing & Public Relations Manager Erika Young and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent of Recreation Taylor Krawczyk, Athletics Supervisor Andrew Nelson, Sportsplex Supervisor Evelyn Grant, Assistant Superintendent of Parks Fred Ekberg, Assistant Superintendent of Outdoor Education Chris Gingrich, Manager of Farm Programs Alison Jones, Farm Programs Supervisor Patty Kennedy, Pottawatomie Community Center Supervisor Lara Piner, Adult Activity Center Supervisor Lynne Yuill

Guests present: Kristen Roth & family, Primrose Farm staff and volunteers

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 February 27, 2024

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 introduced Evelyn Grant as the new Sportsplex Supervisor. Ms. Grant has a variety of experience in the field of therapeutic recreation and special recreation and Mr. Kies expressed his excitement that she has joined the Sportsplex team. The Commissioners welcomed her to the Park District.

Administration and Finance

Volunteer of the Year Award

Volunteer Coordinator Lara Piner introduced Kristen Roth. Kristen volunteered at Primrose Farm for 248 hours in 2023, doing chores and caring for the animals, most recently dedicating long days to caring for the calving heifers. Farm Manager Alison Jones spoke about Ms. Roth's invaluable

contributions to the farm. Ms. Piner presented her with a plaque recognizing her volunteerism. President Goettel, on behalf of the Commissioners, congratulated her for the award and thanked her for her service to the community.

Andrew Nelson, Evelyn Grant, Chris Gingrich, Alison Jones, Patty Kennedy and guests left at 6:41 p.m.

Volunteer Program Report

Pottawatomie Community Center Supervisor & Volunteer Coordinator Lara Piner presented the 2023 Volunteer Program report. Ms. Piner shared how volunteers donated their time across the District:

- Restoration work days in natural areas
- Farm chores and animal care at Primrose Farm
- Preschool
- AAC members volunteered at Northern Illinois Food Bank
- On the Job Training students from CUSD 303 kept PCC & HKDC clean
- Rotary clubs provided breakfasts and other events for the senior community
- Gardeners donated food from their rented District community garden plots
- Supporting special events
- Scout troops cleaned up parks & trails

There were 227 unique volunteers in 2023, providing a total of 3,237 hours of service to the District. Twenty-seven of the volunteers served over 25 hours during the year. Plans for 2024 include adding volunteer opportunities to PEEK (online registration program) to encourage easy registration and improved volunteer tracking; and researching improved background check system for potential expansion of volunteer opportunities. Commissioners asked Ms. Piner to clarify issues with background checks and Ms. Cabel and Ms. Wallace explained the process and costs involved. Mr. Carne asked if Ms. Piner reaches out to the schools to get sports teams involved and Mr. Ward asked if the District is searchable online at Volunteer Match to increase visibility of volunteer opportunities. The District does appear in searches for volunteer opportunities and often school groups reach out to the District to volunteer. The Commissioners thanked Ms. Piner for her presentation.

Lara Piner left the meeting at 6:52 p.m.

Sentinel Agreement

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the renewal of a one-year contract with Sentinel for \$16,208.08 to provide support for the District's Cisco server infrastructure hardware and software. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. Abstain: Carne. The motion carried.

Location of Dog Memorial Bench

Public Relations & Marketing Manager Erika Young proposed a location in Mt. St. Mary Park for the dog memorial bench donated by the St. Charles Park Foundation. She proposed that the new memorial bench replace an older red bench that sits along the trail facing Route 31. Ms. Cabel added that the red benches that remain in the parks are slowly being replaced with memorial

benches. Mr. Carne asked if it will have tags on it like the Timeless Tags memorial and Ms. Young said no, but the plaque will make reference to the memorial. Ms. Young also added that the cost to the park district will be for the concrete.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve the location near the trail along Route 31. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Ordinance 2024-03-01 Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2024-03-01, which authorizes the disposal of property owned by the St. Charles Park District. Items disposed of include: laptops, monitors, printers, phones, televisions and other technology items; kitchen table and chairs; desks, office chairs, filing cabinets and partition walls. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Recreation

Adult Activity Center Annual Report

Superintendent of Recreation Mike Kies introduced Adult Activity Supervisor Lynne Yuill. He spoke of Ms. Yuill's passion and commitment to her community and the phenomenal job that she does each year. Ms. Yuill said AAC membership remained steady from 2022, with an average of 472 members. Drop-in programs were very popular with 9,439 visits in 2023. Businesses that provided collaborative programs include Pinot's Palette, Sunrise Senior Living, River Glen, Geneva Hearing Services and The Tiny Kitchen. The District's Naturalist crew, Hickory Knolls educator and Outreach Ambassador provided additional programs for the AAC. AAC members were also active volunteers as Bingo callers, preschool helpers and volunteered at Northern Illinois Food Bank. St. Charles Breakfast Rotary Club provides a breakfast event to AAC members. Ms. Yuill found success with a new trip she developed called "Mystery Trips" which sold out and was a huge hit with members. Fitness program participation increased 7% over 2022. 20% more members attended the Jingle Bell Bash in 2023 than in 2022. Ms. Yuill is bringing back potlucks in 2024 and will have the main dish sponsored. Ms. McCarthy asked about the average age of the AAC members. Mr. Carne suggested that volunteers be recruited to pick up members at their homes and bring them to the AAC. Ms. Yuill responded that there are members who will often drive other members home. Mr. Carne suggested that high school Key Club members come to the AAC to assist members with technology and Ms. Yuill said that they do come to the AAC once a week and assist members with their personal devices. The Commissioners thanked Ms. Yuill for her presentation.

Lynne Yuill & Taylor Krawczyk left the meeting at 7:17 p.m.

Fireworks and Glow Zone Contracts Approval

Mr. Ward moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the following contracts *en gros*:

- A one-year contract with Mad Bomber of Elgin, IL, for \$40,800 to provide fireworks display on July 4, 2024, with an additional 10% contingency to allow for larger shells as needed
- A one-year contract with The Glow Zone to sell glow novelties on July 4, 2024 in Mt. St. Mary Park

Discussion occurred around the number and size of shells and the possibility of having Glow Zone, food trucks and music at both Mt. St. Mary and Langum Parks. Mr. Kies responded that the recreation team is working to offering concessions and music in both parks. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Parks, Planning, and Facilities

Ordinance 2024-03-02 Authorizing the Acquisition of Real Property

Director Holly Cabel asked the Board to consider the purchase of two parcels, approximately +/- 5.25 acres total, located in St. Charles and commonly known as Cranston Meadows, for a total of \$107,000.00 from CUSD 303. These parcels are adjacent to Cranston Meadows, a park owned by the Park District. Mr. Carne asked what the plan is for both parcels and Ms. Cabel responded that there will be a large walking trail around the entire park.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2024-03-02, authorizing the District to purchase 5.25 acres of land from CUSD 303 for \$107,000.00. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Otter Creek Restroom Replacement

Ms. Cabel shared that the District needs to replace the vault restroom at Otter Creek Wetland that was burned down last year. PDRMA will reimburse for the cost, less \$2,350. Mr. Cooke asked why they won't pay the total cost and Ms. Cabel responded that the \$2,350 is for a locking mechanism that is not reimbursable.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the purchase of a replacement vault restroom for Otter Creek, specified and located on Sourcewell, contract number #081721-CXT, in the amount of \$48,210, to be reimbursed by PDRMA, less \$2,350. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

James O. Breen Community Park Building Roof Removal & Replacement Project

Assistant Superintendent of Parks Fred Ekberg asked the Board to consider the contract with Filotto Roofing to remove and replace the building at James O. Breen Community Park.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the contract with Filotto Roofing, Crest Hill, IL for \$96,980 to remove and replace the roof at James O. Breen Community Park building. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Otter Cove Lazy River Painting

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the contract with Nedrow Painting, Aurora, IL for a base bid of \$24,500, to paint the lazy river at Otter Cove Aquatic Park. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Vehicle Purchase & Requests for Use

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

- Ford F-450 purchase awarded to Bredemann Ford, Glenview, IL for \$55,173
- Request for use approved for Fox Valley Park District to use Mt. St. Mary Park for the purpose of hosting their annual Canoe & Kayak Race on Sunday, June 2, 2024
- Request for use approved for St. Charles East High School Leadership Studies to use Pottawatomie Park for the purpose of hosting a dance marathon fundraiser on Saturday, April 13, 2024

Ms. Cabel said that neither of the requests for use were from new groups. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Correspondence

None

Director's Report

Ms. Cabel thanked Mr. Kies and the recreation team for hosting a nice reception for the volunteers this evening. She reminded the Commissioners that the Hickory Knolls Discovery Center Ribbon Cutting is this Saturday, March 16 at 11:00 a.m. She also shared a flyer with the Commissioners about the upcoming Eat N Earn fundraiser for the Park Foundation at Wahlburgers on Thursday, March 14. Ms. Cabel asked Commissioners to consider attending the Charlemagne Awards banquet on Friday, May 17th and to please email Ms. Santos if they are planning to attend.

Commissioner Comments

Jim Cooke: Mr. Cooke wished everyone a Happy Easter.

Peggy McCarthy: Ms. McCarthy congratulated employee, John Cebulski, for his quick actions with an AED at Sportsplex last week. She expressed concern about the recent incident at Norris Recreation Center, which sparked a discussion about security in District facilities. Mr. Kies assured the Commissioners that staff take security and safety seriously and that sharing a facility with another entity has challenges that he and his team are working toward overcoming.

Bob Thomson: Mr. Thomson shared his recent experience at ESSC where he came across a couple who was hitting golf balls while their dog was running around the park off leash and another incident at Mt. St. Mary Park where a woman let both of her dogs off leash. He wondered what staff do to address these incidents. Ms. Cabel said there are signs making patrons aware of dogs need to be on leashes, but park safety is not on duty all of the time to address issues immediately. Commissioners also asked about fines for breaking park rules. Ms. Cabel said the fines are assessed by park safety.

Steve Ward: Mr. Ward received great feedback on the recent maple syrup event. He mentioned he noticed that a lot of clearing had been done at Delnor Woods and is interested in seeing how that grows back. He commented that the new playground at Delnor Woods was bustling the day he took a walk there. Mr. Ward said he was pleased to see all of the feedback received through the Fox Chase Improvement survey. He also suggested that once the maintenance bay is moved out of Pottawatomie Park, perhaps an indoor facility with a walking track and large glass windows would be neat for walkers. His final comment was about how nice it was to see all of the volunteers tonight.

Bob Carne: Mr. Carne asked if there is an update to the meeting recently held with the UP and Ms. Cabel said no. Mr. Carne said, again, he would like to see Pottawatomie Community Center lit up in blue in April for Autism Awareness. He gave kudos to the staff for creating an upcoming new event called Dockside Party. He said it looks like a great event and he hopes it will start a new tradition. His last comment was an idea to put a big family size hot tub at Otter Cove Aquatic Park and get sponsorship for it from local hot tub retail outlets.

Brian Charles: Mr. Charles enjoyed the St. Patrick's Day parade in St. Charles this weekend.

Executive Session

Mr. Carne 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)(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, Thomson, Ward and Goettel. Nay: none. The motion carried.

At 7:52 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Mike Kies, Jenny Santos, Fred Ekberg, Erika Young and Jeff Essig left the meeting at 7:52 p.m.

Adjournment of Meeting

Having no further business to conduct, President Goettel adjourned the meeting at 8:20 p.m.


Secretary

Date Approved: April 9, 2024