



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

April 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 April 23, 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, Dr. 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 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, Pottawatomie Golf Course Manager Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent of Recreation Rosie Edwards, Teen Center Supervisor Dan Procaccio, Tweens & Teens Supervisor Abigail Fleming

Guests present:

Consent Agenda

Ms. McCarthy moved and Mr. Cooke 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 April 9, 2024
- Approval of Bills as of March 31, 2024

Account	Amount
CORPORATE FUND	\$ 274,557.79
RECREATION FUND	\$ 65,106.71
AUDIT	\$ 24,350.00
LIABILITY INSURANCE	\$ 805.00
SPECIAL RECREATION	\$ 3,433.95
DEBT SERVICE FUND	\$ 22,700.00
REVENUE FACILITIES	\$ 48,400.82
NORRIS REC CENTER	\$ 10,795.59
SPORTSPLEX	\$ 9,703.90
CAPITAL	\$ 590,718.14
Total	\$ 1,050,571.90

- Approval of Cash and Investment Report as of March 31, 2024
- Approval of Revenue Expense Reports as of March 31, 2024

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

Public Appearances

None

Administration and Finance

Resolution 2024-04-01 Designating Authorized Persons for Fifth/Third Bank

Superintendent of Finance & Administration Ashlee Wallace asked the Board to consider Resolution 2024-04-01 which authorizes Holly Cabel, Ashlee Wallace and Sue DellaFranco to administer the purchase card and ePayables program with Fifth/Third Bank.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Park District Board of Commissioners approve Resolution 2024-04-01. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Appointment of Nominating Committee

President Goettel nominated Commissioners Peggy McCarthy and Steve Ward to present a slate of officers at the May 14, 2024 Board Meeting.

Naming of Davis Park Plaza

Director Holly Cabel asked the Board to consider naming the plaza at the newly renovated Davis Park “John Baird Plaza” in honor of John Baird’s contributions to the community. Staff shared the proposed language for the plaque in a mock-up of the plaque set in a large stone, as well as a map highlighting the proposed language of the stone/plaque at the plaza. Commissioners asked if Mr. Baird’s widow had been consulted and staff said her feedback will be sought in finalizing the naming of the plaza. Commissioners suggested slight wording changes to the proposed language of the plaque.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the naming of the plaza at Davis Park as “John S. Baird Plaza.” A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Recreation

St. Charles Underground Teen Center Annual Report

Superintendent of Recreation Mike Kies introduced Assistant Superintendent of Recreation Rosie Edwards. Ms. Edwards thanked the Board for the opportunity for her team, Supervisors Dan Procaccio and Abby Fleming, to present a recap of the Teen Center’s operations in 2023 and their plans for 2024.

Mr. Procaccio and Ms. Fleming highlighted the programs and events of 2023:

- Membership increased in 2023, partly attributable to the Teen Camp being moved to the STCU facility
- New programs in 2023 included Bath Bomb Bonanza, Lucky Charms Cocoa Bombs, PC Building 101, Spooky Donut Delights, Starved Rock State Park Trip, and the Wredling

Shuttle, as well as partnership programs with the St. Charles Library such as the Anime Club and Movies in the Park

- Favorite programs included D&D night and trips to Mitsuwa Marketplace, Six Flags Great America and snow tubing
- Teen Camp enrollment increased by 51 campers in 2023

Plans for 2024 include:

- New programs such as Autumn Market, Galloping Ghost Arcade Trip, Madeko Building Challenge, Mood Dough and Glass Etching, Pizza Perfection
- Returning program favorites are the Community Wide Garage Sale, Gallery of Ghoulish Homes and the Mario Party Tournament
- Continued outreach efforts to D303 middle schools and partnership with the STC Public Library

The STCU got a refresh in first quarter of 2024, that included new lights, paint, new computers and new furniture is coming soon.

Ms. McCarthy asked how the staff got their ideas, which led to a brief discussion about the uniqueness of the teen center as most communities do not have one. Mr. Thomson suggested taking trips to the maker space in the library. Mr. Carne suggested having the teens promote the STCU on social media and shadow the staff.

Kale Training, LLC Lease Agreement

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the agreement with Kale Training, LLC for \$28,260 for one year beginning June 1, 2024. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Parks, Planning, and Facilities

Comprehensive Master Plan and Capital Project Update

Superintendent of Parks & Planning Laura Rudow gave an update on five capital projects currently underway:

- The East Side Sports Complex Restroom & Concession building plans are updated and ready to go out to bid. The District was given a variance for a 3" water line by the City of St. Charles. This will significantly reduce the cost of bringing water to the building. Ms. Rudow shared the updated floor plan for the building and timeline for breaking ground.
- Fox Chase Park improvement plans were tweaked after community feedback was received. Residents do not want a backstop for a ballfield, so that amenity was removed. The changes will include an enhanced playground with new amenity, improved ADA accessibility, 2 basketball courts, sand volleyball court and trail improvements. Construction is on schedule to begin in the fall.
- Primrose Farm Park's bid opening is tomorrow and the renovation of the park includes 2 tennis courts, 3 pickleball courts, a pavilion, new ADA accessible trails to the amenities, connectivity to Primrose Farm, two ball fields with 300 ft. warning track, 90 ft bases and ball diamond clay, parking lot improvements and a ninja course.

- Otter Cove Aquatic Park Splash Pad improvements have been sent to IDPH for review, which is expected to take 10-14 weeks. City permits have already been approved and the project will be out to bid July 9th for ground breaking as soon as the aquatic season ends in September.
- Prairieview Pointe Park disc golf course public input meeting two weeks ago during which participants, all avid disc golfers, provided great ideas and feedback, as well as offers to help develop the new course and clean up the current course at James O. Breen Community Park. The disc golf architects have good ideas to implement in the next phase of design. Staff have met with the naturalists, too, to discuss the plans for the course.

Upland Design Professional Services Payment

Mr. Carne moved and Mr. Charles seconded that the St. Charles Park District Board of Commissioners approve the payment to Upland Design for professional services for the design, engineering and construction plan development of the Splash Park renovation at Otter Cove Aquatic Park for \$84,117.46. A roll call vote was taken. Aye: Carne, Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Requests for Use

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

- St. Charles Democrats, for the use of River Bend Community Park for the purpose of hosting their annual picnic on Sunday, June 23, 2024; and
- Special Olympics, for the use of the softball fields at East Side Sports Complex for the purpose of hosting their annual softball fundraiser to benefit Special Olympics on Saturday, August 17, 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 Board has met twice since his last report. The Board has passed the 2024-45 budget. Staff are working on the migration to Paycom for payroll services and have filled 70% of their open seasonal positions. FVSRA received \$158,000 from the state for therapeutic recreation programming and raised \$19,000 through its BBQ fundraiser on April 12.

St. Charles History Museum

Mr. Carne reported the changes to the administration and board of the History Museum.

St. Charles Park Foundation

Ms. Cabel reported the Foundation's Eat N Earn fundraisers are Alter Brewing on April 29 and Chipotle on May 15. The Foundation is also busy planning it's A Night on the Fox river cruise fundraiser August 16 and the Pistons for the Parks car show on September 7.

St. Charles Arts Council

Ms. Cabel said that the Student Art Show reception was a success and the show runs until April 30. The next event is Paint the Riverside on May 11 from 9-12noon.

St. Charles Business Alliance

Ms. Cabel shared that the SCBA's annual Fine Arts Show is Memorial Day Weekend, which will include a public arts tour app that includes a tour of the permanent sculptures in Mt. St. Mary Park.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy reported that the last lecture of the current series will be May 15. The letter from the District to the RCF in support of the East Bank Enhancement Project has been completed. The Golden Turtle Award was given to the St. Charles Kiwanis and John Hoscheit.

Baker Community Center

No report

Correspondence

Ms. Cabel shared the latest Fox River Trail guides and a copy of the Shaw magazine Neighborhood Tourist in which there are several ads and articles highlighting the District's amenities and events.

Director's Report

Ms. Cabel reminded the Board of the upcoming Charlemagne Award on May 17 and the State of the City on May 16. She also shared that the recreation team has created a video for social media highlighting all the great spots in parks across the community for prom pictures and that the July 4th webpage with information about the day is live.

Commissioner Comments

Bob Carne: Mr. Carne expressed frustration with the unauthorized signs being placed in the parks. He encouraged the staff to offer "inflation busters" in the form of discounted programs that show the District empathizes with the increased cost of living and give patrons a sense of the value of the programming. Mr. Carne thanked Mr. Kies' team for the video promoting prom picture locations and Ms. Rudow for the improving two of the baseball fields at Primrose Farm Park to varsity grade fields.

Brian Charles: No comments

Jim Cooke: Mr. Cooke suggested that another Commissioner consider becoming the Board's liaison to the St. Charles Park Foundation. He believes in the good work the Foundation does and wholeheartedly supports its efforts, but he is increasingly unable to attend the meetings.

Karrsten Goettel: Mr. Goettel asked Ms. Cabel about the recent article in the Daily Herald about how much nontax revenue is covering suburban park district costs, specifically wondering where the St. Charles Park District falls amongst other Districts. Ms. Cabel said that the SCPD falls in the middle of the Districts listed, as the tax/nontax revenue ratio for SCPD is 60/40.

Peggy McCarthy: Ms. McCarthy praised Ms. Rudow for a great job on her capital project update.

Bob Thomson: Mr. Thomson said he is a frequent user of Norris Recreation Center and appreciates that the speakers were elevated in the spin room and the new benches in the locker room. He also thinks the staff recognition event at the bowling alley was a lot of fun.

Steve Ward: Mr. Ward asked if there has been research done on an indoor tournament venue, as he spends a lot of time in them outside of St. Charles. Responses from staff and commissioners were that one was proposed and went to referendum, which did not pass. Staff said that another market study could be done.

Adjournment of Meeting and Executive Session

At 8:00 pm, after Mr. Cooke moved and Mr. Ward seconded that the meeting be adjourned, Mr. Goettel called for an executive session related to personnel that was not noted on the published agenda. All staff members left the meeting and at 8:03 pm, and President Goettel called an executive session to order for the purpose of discussing 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.

The executive session ended at 8:35 p.m. and President Goettel adjourned the meeting.


Secretary

Date Approved: May 14, 2024