



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

May 14, 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 May 14, 2024. At 6:43 pm, President Karrsten Goettel called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

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

Commissioners absent: Bob Carne

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, Pottawatomie Golf Course Manager & PGA Pro Ron Skubisz, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

Other staff present: Accounting Manager Sue DellaFranco & Assistant Superintendent of Recreation Ande Masoncup

Guests: Ann Scales, Partner with Lauterbach & Amen, LLC, John Collins (arr. 6:48 pm)

Consent Agenda

Mr. Cooke moved and Mr. Thomson 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 23, 2024

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

Public Appearances

None

Administration and Finance

Annual Audit for Fiscal Period Ending December 31, 2023

Superintendent of Finance & Administration Ashlee Wallace introduced Ann Scales, Partner with Lauterbach & Amen, LLC. Ms. Scales thanked Ashlee Wallace, Holly Cabel and the staff for their hard work through the long audit process that began in January. Ms. Scales started with the management letter that has three comments that are all related to GASB statements. She reviewed the three sections of the audit: Introduction, Financial and Statistical. The Introduction section includes the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting that was presented to the District for its annual comprehensive financial report for FY2022. The Financial Section includes Lauterbach & Amen's unmodified opinion, which is the highest opinion given, for which Ms. Scales congratulated the Board and staff. Ms.

Scales pointed out the financial highlights on page 15 that give a good overview of the general position of the District, specifically that every fund had increases in fund balances for the year with the exception of planned decreases in Capital Projects, IMRF and Liability Funds. Ms. Scales said the Statistical Section gives context to the financial statements within the audit. She concluded by asking the Commissioners if they had any questions, which there were none. President Goettel reminded the Commissioners that he and Treasurer Charles met with Ms. Scales, Ms. Cabel, Ms. Wallace and Ms. DellaFranco for an in-depth review of the audit and asked Ms. Scales to present a broader overview tonight. Mr. Goettel said that he and Mr. Charles did not see any issues with the audit and thanked Ms. Scales for her work. Director Cabel added that Ms. Wallace and her team did a great job with the audit this year, especially given that she is new to her position, as is Sue DellaFranco (Accounting Manager) and Alex Hartzell (Accounts Payable).

Ann Scales and Sue DellaFranco left the meeting at 6:52 pm.

Mr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners accept the audit for FY2023 as presented. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Land/Cash Fund Summary

Ms. Wallace shared the Land/Cash Summary with the Board, which identifies the developers who provided cash receipts in 2023. The beginning balance of the fund on 12/31/2022 was \$1,340,572; \$1,582,963 was received from the developers, and \$400,000 was transferred to the Capital Fund. The ending fund balance on 12/31/2023 was \$2,523,534. Mr. Charles asked if 1978 was when the land cash ordinance was put into place and the answer was yes.

Annual Investment Report

Ms. Wallace shared the Annual Investment Report that included the average yields on each account. The District earned \$1,028,742 interest in 2023. Mr. Thomson asked what the interest is earmarked for and Ms. Cabel explained that it offsets the capital projects and Ms. Wallace added that the interest is recorded in the general fund. Mr. Ward asked if the District is required to keep such a high amount of money in the operating account. Ms. Wallace replied that there is no requirement and although the ending bank balance for 2022 is \$4.2 million, there is usually around \$2 million to cover large expenses like payroll and capital expenditures.

Nominating Committee Presentation of Slate of Officers

Ms. McCarthy shared that each of the current officers have held their positions for two years, so she and Mr. Ward suggest a new slate of officers for the next year:

President	Bob Thomson
Vice-President	Peggy McCarthy
Secretary	Steve Ward
Treasurer	Bob Carne
Assistant Secretary	Brian Charles
Assistant Treasurer	James F. Cooke
Commissioner	Karrsten Goettel

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners accept the slate of officers as presented. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Ms. Cabel added that the Board will vote and seat this slate of officers at its Annual Meeting on May 28, 2024.

Norris Cultural Arts Center License Agreement

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the license agreement with Norris Cultural Arts Center for a term beginning July 1, 2024 and ending June 20, 2029. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Sculpture in the Park Presentation

Public Relations & Marketing Manager Erika Young reminded the Commissioners that the 2024-2025 Sculpture in the Park exhibit is now year-round, meaning 15 new sculptures will be installed during the first two weeks in June 2024 and will remain until June of 2025. The Artist Reception will be July 19, 2024. She shared that this change to year round seems to be enticing to the sculptors because seven new sculptors submitted applications, as did 3 previous artists who have not applied for more than five year. In all, the SITP Committee looked at 43 sculptures and selected 14 for Mt. St. Mary Park and 1 for Baker Community Center. Committee Chairwoman Ande Masoncup presented a slideshow of the selected sculptures. Ms. McCarthy asked how many sculptures are in Mt. St. Mary Park and made suggestions for the Artist Reception.

Mr. Thomson moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the sculpture exhibit as presented. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Recreation

No Business

Parks, Planning, and Facilities

Capital Project Update

Superintendent of Parks and Planning Laura Rudow explained to the Commissioners that when the Primrose Farm Education Center went out to bid and was accepted, she did not realize that the some of the infrastructure needs (septic and well) were not part of the bid. In examining the budget to find the \$150,000 needed to provide the infrastructure, she found \$160,000 that was budgeted for a CUSD303 playground but has since been postponed to 2025 at the school district's request. Mr. Thomson asked why the school district can't move playgrounds from one facility to another and Ms. Rudow explained that the cost of doing so is prohibitive and the school district is opting to install new playgrounds at Haines.

Primrose Farm Park Bid Opening

Ms. Rudow said that per the 2024 Capital Plan, bids were solicited to redevelop Primrose Farm Park and opened on April 25, 2024. She reminded the Board that this project was awarded a \$600,000 OSLAD grant and that the District will need to match that funding.

Mr. Cooke moved and Mr. Thomson seconded that the St. Charles Board of Commissioners award the contract to Hacienda Landscaping, Inc, as the lowest responsible bidder with base and alternate bid of \$1,644,003.00. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Primrose Farm Septic Field Design and Installation

Ms. Rudow said bids were solicited for the design and installation of a septic field to serve the infrastructure needs of the new Ag Education Center at Primrose Farm and opened on May 7, 2024.

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Board of Commissioners award the contract for the septic field to Stark and Sons Trenching, Hampshire, Il in the amount of \$49,915. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Riverside Avenue Temporary Construction Easement & Riverside Avenue Permanent Utility Easement

Ms. Rudow explained that the City of St. Charles is doing a culvert project at 1737 Riverside Avenue. The Illinois Department of Transportation requests a temporary easement over the property for the purpose of land and utility improvements and a permanent utility easement for the purpose of accessing and maintaining the culvert. She shared exhibits that illustrate the City project and explained that the easements need to be granted to IDOT because the storm water is in IDOT's right of way on District property. Mr. Goettel asked if the District will be compensated for these easements and Ms. Rudow said that she has no examples of charging the State of Illinois for easements. The Board said that they would like to see the City of St. Charles pay for the District's legal fees related to the easements. Mr. Ward asked if the project includes restorative funds for the property and Ms. Rudow replied yes.

Mr. Thomson moved and Mr. Charles seconded that the St. Charles Board of Commissioners grant both the Riverside Avenue temporary construction easement and the permanent utility easement to the Illinois Department of Transportation. A roll call vote was taken. Aye: Charles, Cooke, McCarthy, Thomson, Ward and Goettel. Nay: none. The motion carried.

Correspondence

Ms. Cabel shared that she received an email from a resident who is very grateful for the water station for dogs at the newly renovated Timber Trails Park.

Director's Report

Ms. Cabel asked the Commissioners if June 25 for a dedication ceremony for the John Baird Plaza at Davis Park works for them. The event would be at 5:00 pm before the 6:30 Board meeting. She reminded them of the Park Foundation's Eat N Earn event at Chipotle on Wednesday, May 15. She said staff and Commissioners will be attending the City Update Thursday morning and the Charlemagne Awards Banquet on Friday evening. Ms. Cabel also asked for input from the Commissioners about their interest in hosting meetings this summer at other facilities or parks. The Commissioners agreed and asked her to propose a plan.

Commissioner Comments

Brian Charles: Mr. Charles commented that he will be attending the Baker Community Center Annual meeting on Thursday.

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

Karrsten Goettel: No comments.


Peggy McCarthy: No comments.

Bob Thomson: Mr. Thomson said that there have been comments on What's Happening in St. Charles Facebook page about the need for a dog water bowl at Langum Park.

Steve Ward: No comments.

Adjournment of Meeting

Mr. Cooke moved and Mr. Thomson seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and President Goettel adjourned the meeting at 7:35 pm.



Secretary

Date Approved: May 28, 2024

