



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

June 25, 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 June 25, 2024. At 6:30 p.m., President Bob Thomson called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Dr. Brian Charles, Jim Cooke, Karrsten Goettel, Bob Thomson and Steve Ward

Commissioners absent: Bob Carne & Peggy McCarthy

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 and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent of Recreation Taylor Krawczyk, Registration Supervisor Cori Hedlund, Interns Grace Bernal, Jim Cooke & Molly Denz; East Side Sports Complex Turf Coordinator Justin Wehr and Parks Specialists Bryce Karner & Jake Wascher

Guests present: Brian Wehr

Consent Agenda

Mr. Cooke moved and Dr. Charles 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 May 28, 2024
- Approval of Bills as of May 31, 2024

Account	Amount
CORPORATE FUND	\$ 359,943.75
RECREATION FUND	\$ 115,030.07
AUDIT	\$ 2,000.00
LIABILITY INSURANCE	\$ 1,544.93
REVENUE FACILITIES	\$ 86,562.42
NORRIS REC CENTER	\$ 260,077.40
SPORTSPLEX	\$ 11,395.97
CAPITAL	\$ 1,156,074.80
Total	\$ 1,992,629.34

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

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

Public Appearances

Superintendent of Parks & Planning Laura Rudow introduced new parks department employees Bryce Karner, Jake Wascher and Justin Wehr. Bryce is a graduate of St. Charles North High School & Northern Illinois University and has been a seasonal employee in the past and now is a full-time West Side Park Specialist II. Jake is an Aurora University graduate and comes to St. Charles with experience working at neighboring park districts, now working full-time as an East Side Park Specialist II. Justin in our new Parks Coordinator of East Side Sports Complex, coming to us with lots of experience as a superintendent of golf courses and has extensive knowledge of turf management.

Ms. Rudow also introduced intern Jim Cooke, who is returning as her parks & planning intern for a second year, as well as assisting the recreation department with social media and special events. Jim recently graduated from Butler University and has worked as a seasonal associate at RVMG and the golf course. Superintendent of Recreation Mike Kies then introduced interns Molly Denz and Grace Bernal and asked them to say a few words about themselves. Molly is a sophomore at Shenandoah College majoring in esports & business and has worked as a seasonal associate at the St. Charles Park District. Grace is a senior at Aurora University majoring in sports management and has worked for the Fox Valley Park District for many years as well as coached volleyball. Commissioner Cooke welcomed the new employees and interns on behalf of the Board.

Brian Wehr, Justin Wehr, Bryce Karner and Jake Wascher left the meeting at 6:38 p.m.

Administration and Finance

No Business

Recreation

NAEYC Conference Attendance

Dr. Charles moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Kara Guizzetti-Reif's attendance to the NAEYC 2024 Annual Conference in Anaheim, CA, November 6-9, 2024. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Monthly Usage Report

Ms. Kies reviewed the May usage reports for River View Miniature Golf and Paddlewheel Riverboats. Rounds of golf played in May were almost 500 more than in May 2023. He attributes the continuity of team members from last season to a well-run facility and good cross-promotion with the paddlewheel boats. Concession sales are down slightly from the previous two years. The Paddlewheel Riverboats usage was down in May due to six canceled public cruises due to weather or water levels. Mr. Kies explained how even the direction and speed of the wind can affect the navigation and safety of the boats. Charters and special event usage are up. The U.S. Coast Guard visited in May and it was a successful audit. Mr. Thomson suggested early morning cruises such as a coffee cruise.

Parks, Planning, and Facilities**City Well Test Sites**

Ms. Rudow updated the Commissioners on new proposed locations the City of St. Charles has requested permission to test drill for the purpose of installing additional shallow wells on the west side of town. These locations are in the same parks that were originally proposed, but out of the way of heavy usage areas within the parks. Ms. Rudow also shared sample pictures of what the well pump would look like should one of the sites be selected to move forward after testing. The Commissioners agreed to allow the City to do the testing. Ms. Rudow stated if they did find a site on Park District property, the City would ask for Board approval to put in the well pumps.

ESSC Ballfield Netting

Ms. Rudow said that per the 2024 Capital Plan, the poles and netting system for the East Side Sports Complex Baseball Field project were specified through Choice Partners Coop Purchasing, contract #23/016MR-05 in the amount of \$238,490.99 from Bear Construction, Rolling Meadows, IL. Because there is a short window of time to install these nets this summer when there are not any tournaments at ESSC, Ms. Rudow asks the Board to approve the purchase of the netting ahead of the public bid for installation. Mr. Thomson asked if this netting was just for the baseball fields and Ms. Rudow said yes. Ms. Cabel said that the netting for the softball fields will be included in the 2025 budget for consideration. He also asked if there were concerns for wildlife getting caught in the net, Ms. Rudow said that there is always the potential, but the concern for errant balls hitting spectators warrants the installation.

Mr. Cooke moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the contract #23/016MR-05 in the amount of \$238,490.99 with Bear Construction, Rolling Meadows, IL. A roll call vote was taken. Aye: Charles, Cooke, Goettel, Ward and Thomson. Nay: none. The motion carried.

Monthly Usage Report

Pottawatomie Golf Course Manager Ron Skubisz shared the golf course usage report for May. May was a fantastic month at the golf course, with the total rounds played of 5,434 being the highest in the past 12 years. Weekday rounds are also the highest in the same time frame. Mr. Skubisz attributes this growth to marketing efforts and the Golf Now app bringing new players to the course. Riding cart rentals are at a 12-year high, also. Pass holder rounds are at the highest in the past five years. Of the 225 season passes sold this season, 147 are junior passes. The juniors are actively playing and taking the tee times that are given up by other golfers due to the heat. Although the monthly usage report is not a financial report, Mr. Skubisz noted that the golf course saw a profit in May, which usually does not happen until July due to front-loading expenses at the beginning of the season.

Requests for Use

Mr. Cooke moved and Dr. Charles seconded that the St. Charles Park District Board of Commissioners approve the use of Mt. St. Mary Park by USAgain for the purpose of hosting a fundraising bike event on August 24, 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 there wasn't a meeting today because of lack of quorum.

St. Charles History Museum

Ms. Cabel said the History Museum Sunday history cruises on the Paddlewheel Riverboats continue throughout the summer months.

St. Charles Park Foundation

Mr. Ward said he attended his first meeting in June. He invited the Commissioners to the Foundation's upcoming "A Night on the Fox" fundraiser aboard the riverboat on August 16. He shared that the dog memorial bench was installed in Mt. St. Mary Park and will be acknowledged on July 19th during the SITP artists reception. He also shared that the Trustees voted to raise funds for a sand amenity for the Splash Park renovation.

St. Charles Arts Council

Ms. Cabel said the Arts Council is working on the Banner UP program that will take place starting in July in Mt. St. Mary Park.

St. Charles Business Alliance

Ms. Cabel shared that STC LIVE! Takes place on Wednesday and Friday evenings. The SCBA has purchased a software platform with the City that counts people at events to better understand their movements during the event and afterwards.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. Cabel said June's meeting was canceled.

Baker Community Center

No report.

Fox River Dam Joint Task Force

Mr. Cooke reported that the July meeting has been canceled and that there will be more to report in August.

Director's Report

Ms. Cabel thanked everyone for coming to the dedication tonight at Davis Park for the John Baird Plaza. She said it was so nice to see more than 100 people come to show their respect for John. She also thanked Laura Rudow and her team for the beautiful renovation of the plaza. Ms. Cabel said that July 4th Fireworks are next week and will be held at Langum Park again like last year. The balloon will be launched at 1 pm on July 4th for people to find a good spot for viewing. The District's website is updated with all the information needed including street closures. The next Board meeting will be on July 9th at Hickory Knolls Discovery Center. The Staff Appreciation Picnic will be Thursday, June 27 at River Bend Community Park. Ms. Cabel reminded the Commissioners that a RFQ is out seeking a firm to update the comprehensive master plan. She is seeking two Commissioners to be part of the team to interview potential firms. She will follow up with an email with proposed dates of interviews.

Commissioner Comments

Brian Charles: Dr. Charles said it was nice to see so many people at Davis Park tonight and that the park looks great.

Jim Cooke: Mr. Cooke said that the speeches tonight at the dedication were very good and he is sure they made John's family feel very good. He then praised the park district staff for their hard work on the new event Pickle Paradise on Friday evening. He admitted to not knowing what to expect and he was completely amazed by the turnout and the organization of the event. He was very pleased to see the genuine interactions between staff and patrons. Mr. Kies stepped in to recognize Taylor Krawczyk as the person who thought up the event. Ms. Krawczyk then emphasized that the event was a success because of the team effort.

Karrsten Goettel: No comments

Bob Thomson: Mr. Thomson commended the staff for the Pickle Paradise event. He also mentioned that St. Charles runner Bob Liking will be running in the Olympic Trials in Oregon on Thursday night. He also wished everyone a Happy Fourth of July.

Steve Ward: Mr. Ward said the dedication was very nice. He congratulated Mr. Skubisz for a great month on the golf course. He shared that bad weather forced him to use the simulator at the golf course which was good experience for him. He also welcomed the interns who were still in attendance at the meeting.

Executive Session

None

Adjournment of Meeting

Mr. Cooke moved and Mr. Ward seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and President Thomson adjourned the meeting at 7:19 pm.



Secretary

Date Approved: July 9, 2024