



## ST. CHARLES PARK DISTRICT BOARD MEETING

Hickory Knolls Discovery Center

July 9, 2024 – 6:30 P.M.

MINUTES

### Call to Order

The St. Charles Park District Board met for a Regular Meeting at Hickory Knolls Discovery Center on July 9. At 6:35 p.m., President Bob Thomson 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, Pottawatomie Golf Course Manager & PGA Pro Ron Skubisz and Administrative Assistant Jenny Santos

**Guests present:** St. Charles Park Foundation President Jayne Beck

### Consent Agenda

Dr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the minutes from the June 25, 2025 Board meeting. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

### Public Appearances

St. Charles Park Foundation President Jayne Beck addressed the Commissioners to invite them to the upcoming fundraiser—A Night on the Fox. This event will take place aboard the Paddlewheel Riverboats on Friday evening, August 16, with the goal of raising \$8,000 to purchase a cement table tennis for Langum Park. Ms. Beck also thanked Commissioner Cooke for his many years as a liaison to the Foundation and presented him with a thank you card signed by all of the Foundation Trustees.

*Jayne Beck left the meeting at 6:40 pm.*

### Administration and Finance

#### Kevin White Field Naming Recognition

Superintendent of Recreation Mike Kies presented the location of the sign designating field #6 as the Kevin White Field at East Side Sports Complex. He explained the process the staff went through to come to select this location—on the upper portion of the backstop—and how it will set the precedent for possible future field naming.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the proposed location of the Kevin White Field sign on field #6 at East

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

Enterprise Leasing Program

Superintendent of Parks & Planning Laura Rudow presented the Enterprise Leasing Program as a possible solution to address some of the inefficiencies the District has experienced with the procurement of its truck and vehicle fleet. Over the past few years, the District has seen increased pricing in trucks/vehicles, 9-12 months delivery dates and limited inventory which has caused our average age of the fleet to be over 11 years. An older fleet means higher maintenance costs and breakdowns. Additionally, when purchasing new vehicles, the trade-in value of the vehicle being replaced is minimal—usually around \$1,500—despite low mileage. Ms. Rudow said that other municipalities are using Enterprise Leasing as a way to procure vehicles and thus she and Ms. Wallace looked into whether this might be a good fit for the District.

Superintendent of Finance and Administration Ashlee Wallace then shared the financial aspects of how the program works. She shared a menu pricing sheet that showed the specifics of year one (2025) of the program that would replace 14 vehicles beginning in January 2025 for a cost in year one of approximately \$156,000. The next sheet she shared showed an example of rollover leases for a fleet of 36 vehicles over 10 years and compared the cost to the actual cost the District spent on vehicles in the past 10 years. Ms. Wallace believes this program has many advantages, including the ability to plan ahead and have a newer fleet. The cost savings of lower maintenance and labor needs won't be realized for a few years, but Ms. Wallace is confident there will be savings in these areas, also. Mr. Carne asked if the District's auditing firm had been consulted about how this program would affect the District's assets and Ms. Wallace said she had reached out to them and they confirmed that this program could be accounted for through the capital budget, just as vehicle purchases have been in the past. She also added the titles to the vehicles would belong to the District. The Commissioners agreed that this program seems worthwhile to pursue and Ms. Rudow said staff will bring the contract to the next meeting for approval.

Recreation

No business.

Parks, Planning, and Facilities

Comprehensive Master Plan & Capital Project Update

Ms. Rudow updated the Commissioners on three projects that are in the current comprehensive master plan. The first is Primrose Farm Park, which received an OSLAD grant for \$600,000, with a \$1,500,000 contract. Construction begins on Monday with fencing to be put up and construction to begin. Amenities will include a new shelter, pickleball, tennis, basketball, sand volleyball, asphalt parking, warning tracks on 2 ball diamonds, shade structures over dugouts, outfield fences, trail connections and a ninja course. Substantial completion is targeted for the end of December. Mr. Carne asked if there is signage explaining what amenities are coming and Ms. Rudow said no, but that can be made and installed. Next, the Primrose Farm Education Center, partially funded by a museum grant, is moving right along. The first board meeting in August will be held there and Ms. Rudow said she is excited for the Board members to see the progress being made. Casework is done, lighting is almost done, interior painting is complete and kitchen, minus appliances, is done. All that is left to be completed are the well, septic, fiber and landscaping. She said staff are looking at possible ribbon cutting dates for some time in early October. The last projects are at East Side Sports Complex

and include both the restroom/concession building and the major renovation of ESSC, which recently received an OSLAD grant of \$600,000. The application for the water/sanitary lines and the building are at the City of St. Charles for permits and comments. The bid for the water and sewer project should be out by the end of the month. Ms. Rudow shared plans to gather input from the skateboarding community on the redevelopment of the skateboard park at ESSC with the help of American Ramp. They will facilitate the process with both onsite outreach meetings and online surveys. Ms. McCarthy asked how the skateboarders will know about the community input meetings and Ms. Rudow replied that they would be informed through signs at all three skateboard parks and on social media.

#### Langum Park Playground Renovation

Ms. Rudow said that per the 2024 Capital Plan, bids were solicited for the renovation and installation of a new playground and other amenities at Langum Park and opened on June 26, 2024. The lowest responsible bidder is Hacienda Landscape, Minooka, IL with a base bid of \$291,394 and alternate #1 \$88,679 for turf surfacing in lieu of fibar mulch, if accepted. Dr. Charles asked what the budget for the project is and Ms. Rudow said it is \$250,000, so this project is over budget. However, this excess expense will be offset by other projects that came in under budget. Mr. Ward added that given that Langum Park is a high-profile park, especially now that it is the site of the fireworks launching, it is advisable to invest money into the upgraded turf surfacing.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the contract with Hacienda Landscape, Minooka, IL for \$291,394 and alternate #1 \$88,679 for turf surfacing. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

#### Correspondence

Ms. Cabel shared a copy of the Kane County Magazine on which a picture from a recent Concert in the Park was featured on the front cover. The magazine also featured an article about free summertime fun in St. Charles and another about disc golf.

#### Director's Report

Ms. Cabel informed the Commissioners that a request to use Pottawatomie Park on July 15 came in after the agenda was published from a group called THRIVE Youth Coalition that would like to do a fundraiser in the park that evening to raise awareness for its efforts to create a drug-free future for all in Kane County. The Board members agreed on the usage request. Ms. Cabel said that she received six proposals in response to the RFQ for the updated Comprehensive Master Plan/Strategic Plan/Community Survey. The admin team will be interviewing two firms and she invited Commissioners to join the interviews if they are available. She also invited the Commissioners to the Sculpture in the Park reception on Friday, July 19<sup>th</sup> at 5 pm. She extended another invitation for July 10<sup>th</sup> to the Day in the Park during which 1000 campers come to Pottawatomie Park from 9am to 1pm to celebrate with FVSRA. Lastly, she thanked Mr. Kies and Ms. Rudow and their teams for a very successful July 4<sup>th</sup>. Ms. Cabel received several complimentary emails right after the fireworks that evening from patrons that were delighted by the display. She also said that Pottawatomie Park was filled with people having picnics all day long, despite the fireworks being moved to Langum Park. Overall, the day was very successful for the second year and the team continues to tweak its operations internally for further improvements.

**Commissioner Comments**

**Bob Carne:** Mr. Carne congratulated Ms. Wallace and Ms. Rudow for finding creative solutions for downstream efficiencies with the Enterprise Leasing Program. He also complimented Mr. Kies and his team for their new programs and that it was cool to see new events, as he says the District is in the “memory making” business. He also appreciates that the meeting tonight is being held at HKDC. He reiterated his concern for childhood obesity and would like to see the recreation department build a team of teenage trainers to do an introduction to hiking or other similar program to get middle school-age kids moving. He said he was glad to see the Kevin White field naming and mentioned that the Kevin White Foundation has aggressive plans to give scholarships to D3 level baseball players. He also mentioned the Hardy Foundation would like to have some social media presence before its fundraiser so that the community knows that Mt. St. Mary Park will be busy the day of its fundraiser. Lastly, Mr. Carne mentioned how much he loved the new St. Charles Chamber of Commerce video featuring three staff members promoting the District.

**Brian Charles:** Dr. Charles said great job on the fireworks.

**Jim Cooke:** Mr. Cooke asked about the brick in the newly renovated room in which the meeting was being held and Ms. Rudow commented that she is going to propose to have the room drywalled in the next budget cycle.

**Karrsten Goettel:** Mr. Goettel gave kudos to the staff for a job well done on the fireworks and it was nice to see that in year two it went so well.

**Peggy McCarthy:** Ms. McCarthy said that she heard from a lot of neighbors that the big red balloon in the sky indicating where the fireworks would be made all the difference to them being able to find a place to view the fireworks. She also heard from some people that were really mad that the fireworks were moved to Langum Park that they were the best fireworks display ever. She also mentioned to Mr. Skubisz that her extended family of 8 golfers couldn't say enough nice things about how beautiful the course is.

**Bob Thomson:** Mr. Thomson encouraged the Commissioners to come out to Pottawatomie Park tomorrow for the FVSRA Day in the Park and that all the FVSRA members campers come to the park, that's why there are over 1,000 campers. He also spoke about his experience on July 4<sup>th</sup> riding his bike through Munhall school parking lot to Langum and how nice it was to see everyone enjoying themselves.

**Steve Ward:** Mr. Ward echoed everyone's comments about July 4<sup>th</sup> festivities and the fireworks.

**Executive Session**

Mr. Cooke moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners adjourn to a closed meeting for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120: 2(c)(5): the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

At 7:37 pm, President Thomson moved the meeting to an executive session.

**Adjournment of Meeting**

Ms. McCarthy 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 8:01 pm.



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Secretary

Date Approved: July 23, 2024