



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

September 10, 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 September 10, 2024. At 6:30 p.m., Vice President Peggy McCarthy 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 and Steve Ward

Commissioners absent: Bob Thomson

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, Pottawatomie Golf Course Manager & PGA Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent of Recreation Rosie Edwards, Recreation Supervisor Abigail Fleming, Supervisor of Park Safety & Community Relations Erik Hansen and Parks Specialist Alex Wehr

Guests present: City of St. Charles Director of Economic Development Derek Conley & City Administrator Heather McGuire

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 August 13, 2024
- Approval of Bills as of July 31, 2024

Account	Amount
CORPORATE FUND	\$ 365,639.75
RECREATION FUND	\$ 162,766.43
LIABILITY INSURANCE	\$ 6,144.34
REVENUE FACILITIES	\$ 131,252.16
NORRIS REC CENTER	\$ 9,466.18
SPORTSPLEX	\$ 14,818.50
CAPITAL	\$ 363,811.05
Total	\$ 1,053,898.41

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

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

Public Appearances

Superintendent of Parks and Planning Laura Rudow introduced Supervisor of Park Safety & Community Relations Erik Hansen and Parks Specialist Alex Wehr.

Administration and Finance

City of St. Charles TIF4 Presentation

City of St. Charles Director of Economic Development Derek Conley gave a presentation to explain the City's request for taxing bodies to approve an extension of the First Street Tax Increment Financing (TIF) District #4, which is set to expire in the 2025 levy year. Mr. Conley gave a summary and background information of TIF4. The Great Recession of 2008 delayed the development plans in District #4, which then affected the EAV generated by the project. Mr. Conley said that the creation of TIF District #7 in 2015, which included a portion of TIF District #4, provided some assistance with encouraging further redevelopment in the area. However, the revenue generated was not enough to repay the bonds issued to fund the project. The City proposes to extend the life of TIF District #4 for an additional 12 years to 2037 (aligned with TIF#7 expiration) to ensure that the redevelopment goals of the downtown TIFs can be achieved. Extending a TIF requires State of Illinois legislative approval and the City needs a letter of support and Resolution from each local taxing body impacted from the extension. The Commissioners asked a series of questions of Mr. Conley and City of St. Charles Administrator Heather McGuire to better understand the financial impact on the Park District if the approval was granted. Ms. McGuire stated that the District increment difference is approximately \$40,000 annually. In response to the question of how the bonds would be repaid over the next 12 years if the extension was not granted, Ms. McGuire said the payments would need to come out of the City's operating budget and cuts to services would most likely need to occur to cover the two million dollars per year debt repayment. The Commissioners thanked Mr. Conley and Ms. McGuire for the presentation and taking the time to answer their questions.

Derek Conley & Heather McGuire left the meeting at 7:03 pm.

Wellness Committee Presentation

Abby Fleming, Chair of the District's Wellness Committee, provided a brief summary of the Wellness Committee's activities in 2024 and plans for 2025. The committee's mission is to inspire the lifelong health and wellness of our work family through education, activity, peer support and work life balance. Ms. Fleming shared the committees 2024 and 2025 goals, as well as the new activities that employees participated in this year to earn their wellness incentives. Although participation does not qualify for a wellness incentive, 47% of insured employees participated in the biometric screening that was offered for the first time this year. Ms. McCarthy inquired as to how many employees participate in the wellness incentives and Ms. Fleming responded about 85% earn at least one wellness bonus each year. Dr. Charles suggested that the District collaborate with the City of St. Charles on a wellness activity. Mr. Ward asked about what tier (related to IPBC membership) that the District is in and Ms. Wallace responded Tier A, but next year the District has a goal to attain Tier B status by having more than 50% of eligible employees participate in the biometric screening. The Commissioners thanked Ms. Fleming for her presentation.

Rosie Edwards & Abigail Fleming left the meeting at 7:12 pm.

Employee Survey Results

Ms. Wallace presented a summary of the results from the 2024 Employee Survey:

- Total responses to the 30-question survey included 55 full-time and 49 part-time employees
- Key areas surveyed included job satisfaction, team satisfaction, employee benefits, performance reviews, operations & policies and training & educational advancement
- The survey showed that employees are satisfied with their work load and job responsibilities and 98% are proud to work for the St. Charles Park District
- According to the survey responses, communication across the District has improved and employees are satisfied with opportunities for professional growth
- Employees are highly satisfied with health benefits, recognition events, wellness initiatives, sustainability commitment and employee safety
- One area that the District will focus on is performance reviews, including the categories used and how goals are evaluated in combination with performance reviews and the mid-year check-in process

Ms. McCarthy asked to see the benchmark results for year over year comparisons and Ms. Cabel said she would include them in the weekly update. Mr. Carne asked if the summer employees are surveyed and Mr. Kies assured that they are.

Recreation

No business

Parks, Planning, and FacilitiesGrant Update

Ms. Rudow reviewed the status of three projects that were partially funded by grants:

- Primrose Farm Education Center was awarded a \$750,000 Illinois Public Museum Grant in 2022. This project has been substantially completed and an Open House will be held September 28 to showcase the space to the public
- Primrose Farm Park was awarded a \$600,000 OSLAD grant in 2023. Construction began July 2024 and will be completed in Spring 2025
- East Side Sports Complex was awarded a \$600,000 OSLAD grant in 2024. Construction will begin Fall 2025 to be completed in Spring 2026

Ms. Rudow also shared a concept plan that she is submitting as part of the FY2026 OSLAD Grant application cycle for the renovation of Harvest Hills Park. She said that 170 residents of Harvest Hills completed an online survey about amenities they would like to see added and/or improved in the park. The concept plan was revised to reflect the feedback and then presented to the residents at an in person open house at the end of August at the park. The District will find out if it received the grant next spring.

Primrose House License Agreement

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners renew the License Agreement for the District owned house at Primrose Farm, 5N520 Crane Road, St. Charles, IL 60175 for one year with Will Blankenship for a fee of \$418 per month. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Director's Report

Ms. Cabel shared the proposed date for Pam Otto's retirement party as Tuesday, December 17. A staff only party would be from 3-4pm followed by a public Open House from 4-6 pm at Hickory Knolls Discovery Center. Ms. Cabel proposed canceling the October 8th Board meeting as she, Ms. Rudow and Mr. Kies will be at the NRPA conference that week. She added that the Board will meet the week before for the annual Capital Workshop, so any timely business that needed to be addressed could be on the October 1 agenda. The Commissioners agreed to cancel the meeting.

Ms. Cabel asked Ms. Rudow to update the Commissioners on the status of the Pulte project Charles Farm. Ms. Rudow gave a timeline of the development being reviewed through the City's Plan Commission and Planning and Development committee. She summarized the development's location, and size. One of the challenges Pulte faces with the development is that all of the open space that it could use to meet the requirements of the Land Cash ordinance is Geneva, but one third of the residents would live within the St. Charles Park District boundaries. Additionally, Pulte may want exemptions from the land cash ordinance when it builds its Del Webb community because of the significant recreation amenities it provides as part of the development.

Ms. Cabel informed the Commissioners that the RFP for professional services for the Dam Task Force will be on the next agenda.

Commissioner Comments

Bob Carne: Mr. Carne said that he would love to see more organic farming and programming opportunities similar to those provided at Rustic Road Farm at Primrose Farm. Mr. Carne shared that he received several compliments this weekend on the cleanliness of the bathrooms at James O. Breen Community Park from pickleball player and Tri City football players. He suggested that the parks department test out tiered lawns in Pottawatomie Park like those that are popular in Japan. He also said that he was impressed by the number of participants in the Big Truck and Pistons for the Parks events this past weekend. He also mentioned the sudden passing of Jack Yetter, a friend of the District who made an impact on the swimming community in St. Charles.

Dr. Brian Charles: Dr. Charles mentioned that it was nice to see so many of the Commissioners at the Baker Hotel last week.

Jim Cooke: No comments

Karrsten Goettel: No comments

Steve Ward: Mr. Ward asked Ms. Cabel who was on the invitation list for the Primrose Farm Education Center's Open House. Ms. Cabel responded that it is open to the community but invitations were sent out to community leaders.

Peggy McCarthy: No comments

Executive Session

Mr. Carne moved and Mr. Ward seconded that the meeting temporarily adjourn to a closed session for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120: Section 2(c11): litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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

At 7:47 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Adjournment of Meeting

Mr. Ward moved and Dr. Charles seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and Vice President McCarthy adjourned the meeting at 7:52 pm.



Secretary

Date Approved: September 24, 2024