



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

September 24, 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 24, 2024. At 6:34 p.m., President Bob Thomson called the meeting to order.

#### Roll Call

Administrative Assistant Jenny Santos called the roll.

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

**Commissioners absent:** Bob Carne and Dr. Brian Charles

**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, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

#### **Other staff present:**

**Guests present:** City of St. Charles Director of Economic Development Derek Conley, City Administrator Heather McGuire, City of St. Charles Director of Finance Bill Hannah, Cris Anderson, Sena Drawer, Richard A. Kneeling, Joe Holloway, Jon Hull, Karen Hull, Clinton Anderson, Clint Hull (arr. 6:48 pm)

#### Consent Agenda

Mr. Cooke moved and Mr. Ward 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 September 10, 2024
- Approval of Bills as of August 31, 2024

<b>Account</b>	<b>Amount</b>
CORPORATE FUND	\$ 377,444.97
RECREATION FUND	\$ 118,896.53
LIABILITY INSURANCE	\$ 270.00
SPECIAL RECREATION	\$ 22,955.99
REVENUE FACILITIES	\$ 145,824.25
NORRIS REC CENTER	\$ 12,858.62
SPORTSPLEX	\$ 16,947.83
CAPITAL	\$ 794,932.15
Total	\$ 1,490,130.34

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

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

### **Public Appearances**

Cris Anderson and Sena Drawer spoke on behalf of the other pickleball players present regarding their requests of the Park District to provide more pickleball courts indoors and outdoors. Their requests were: striping the second tennis court at Pottawatomie Park with pickleball lines, putting benches at East Side Sports Complex for those waiting to play, lights at the courts at James O. Breen Community Park and pursue additional indoor space for more courts.

*Cris Anderson, Sena Drawer, Richard A. Kneeling, Joe Holloway, Jon Hull, Karen Hull, Clinton Anderson and Clint Hull left the meeting at 6:50 p.m.*

### **Administration and Finance**

#### **Letter of Support for City of St. Charles TIF4 Extension**

The City of St. Charles requested from all taxing bodies that they consent to the proposed extension of the First Street TIF #4 for an additional 12 years until December 31, 2037. City Administrator Heather McGuire noted that CUSD303, St. Charles Library, St. Charles Township and Elgin Community College have approved the extension.

Mr. Goettel moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the TIF #4 extension as requested. A voice vote was taken. Unanimous aye votes were cast and the motion passed.

*Derek Conley, Bill Hannah & Heather McGuire left the meeting at 6:55 p.m.*

#### **Dam Task Force Professional Services**

Director Holly Cabel reminded the Commissioners that the Dam Task Force agreement that the District entered into with the City of St. Charles included a commitment to share the cost of professional services if the Task Force deems necessary. Ms. McCarthy asked why professional services are needed and Ms. Cabel responded that the Task Force is seeking the expertise of a hydrologist to answer questions posed by task force members. The Commissioners agreed to contribute to the cost of professional services and directed Ms. Cabel to negotiate the amount with the City.

#### **Proposed Rate Increases for FY2025**

Ms. Wallace shared the proposed rate increases for FY2025, noting that last year, there were minimal to no fee increases across the District, except for at Norris Recreation Center. She noted that the parks and recreation intern did a rental analysis comparing the District's rates and fees to other Districts, which helped with determining the proposed fee increases.

- Baker Community Center rental fee increases reflect increased wages and costs
- Pavilion fees are increasing and an impact fee will be charged to renters with groups over 400 people who rent at Mt. St. Mary and Pottawatomie Park
- Non-residents will be charged 50% more for garden plots, which is consistent with non-resident rate policy
- Memorial Program now has a Swinging Bench as an option and the cost of memorial tree has increased

- Tournament Rentals are increasing and there are different charges for weekday rentals versus weekend rentals; fees will include the cost of trash pick up
- Primrose Farm will no longer rent the Summer Kitchen or Firepit Area; fees for renting the Farmyard Area are increasing
- Hickory Knolls Discovery Center will only rent the Savana Room as meeting space and the fees are increasing slightly
- Pottawatomie Community Center daily drop-in open gym fees are increasing by one dollar and the 10-visit pass for pickleball is increasing; gymnasium rental fees for non-residents are increasing to 50% higher than resident rate; tech fee, sports equipment and bike use, and clean up fees for large rentals are new this year
- Haines Gymnasium fees are being raised to be consistent with PCC fees
- Paddlewheel Riverboat daily public cruises are increasing by \$1 as are the cost for each additional guest for private charters
- River View Miniature Golf fees have not increased in several years, increase this year is \$1 for each admission category
- Pottawatomie Golf Course admission fees and pass categories will increase slightly in 2025
- Swanson Pool and Otter Cove Aquatic Park daily admission fees will increase by \$1 per category and season passes will increase by 20% to reflect the cost of wages and operations; rental fees will also increase
- Norris Recreation Center will not see fee increases this year except for massage therapy
- Sportsplex drop-in fees for the Row Zone and Punch Pass will increase to be consistent with other District facilities

Mr. Ward asked how many garden plots are rented to non-residents; Ms. Wallace said she would find that answer for him. In response to questions from Mr. Thomson about garden plots, Ms. Rudow responded that the returning garden plot renters and residents get first choice of garden plots, then the remaining are opened to non-residents. First time renters can only rent one garden plot in their first year. Ms. McCarthy asked if the increased rental fee at River Bend Community Park would affect business and Ms. Rudow responded that it is a very popular rental and the fee is still reasonable.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the FY2025 Rate Increases as presented. A voice vote was taken. Unanimous aye votes were cast and the motion passed.

## **Recreation**

### **Monthly Usage Reports**

Superintendent of Recreation Mike Kies reviewed the August usage reports for River View Miniature Golf, Paddlewheel Riverboats, Swanson Pool and Otter Cove Aquatic Park. Total use of Swanson Pool was slightly lower this season compared to 2023, which Mr. Kies accounts for a slightly cooler August this year. Concession sales reflect the lower attendance rate. Otter Cove Daily admissions and pool pass usage were the highest ever and Mr. Kies believes patrons see the value in the Crosstown Aquatics Pass that allows entrance to both aquatic facilities. Both River View and the Riverboats were affected again in August because of high winds. However, private charters of the Riverboats were up in August.

**Parks, Planning, and Facilities****Resolution 2024-09-01: ComEd Green Region Program Grant**

Superintendent of Parks & Planning Laura Rudow said the naturalists applied for and awarded a ComED Green Region Program Grant in the amount of \$6,000 to undertake the removal of a woody section along Campton Hills Road in the Hickory Knolls Natural Area that divides two sections of prairie habitat to create a larger, contiguous habitat. Resolution 2024-09-01 states the Board of Commissioners approves the project and commits to the expenditure of \$6,000 in matching funds necessary for the project's success.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Resolution 2024-09-01. A voice vote was taken. Unanimous aye votes were cast and the motion passed.

**Monthly Usage Report**

Pottawatomie Golf Course Manager Ron Skubisz shared the golf course usage report for August. Total rounds were slightly below the five-year average but very consistent with the past three years. Weekday and weekend rounds were the highest in past three Augusts. Senior Monday rounds nearly equaled the five-year average of 205 rounds. Twilight rounds have been significantly less due to closing earlier in order to water and perform other course maintenance issues, as previously reported earlier this summer. Passholder rounds were above five-year average for August. Golf Now rounds paid at the course exceeded August goal of 85%. Cart rentals continue to be the highest ever. In summary, August was a good month with good high school practices and match participation.

**Special Reports****Fox Valley Special Recreation Association**

Mr. Thomson shared that at today's FVSRA Board meeting, high praise was given to Jaz Pacheco and Mike Kies for the Before the Bell and Baker Station programs. He also said that if the District needs volunteers for stuffing goody bags or other similar tasks, the FVSRA Daybreak & Day Action programs would love to help. The main discussion at the meeting was about member agency contributions and the need to increase the contributions significantly to help build up FVSRA's fund balance. The exact figure has not been determined for each agency, but the Board did vote that the increase is not to exceed 16%.

**St. Charles History Museum**

Ms. Cabel shared that the Museum's big event coming up is the Grave Reminders history walk that they do in partnership with the District.

**St. Charles Park Foundation**

Mr. Ward said A Night on the Fox fundraiser was a success and they were close to raising the funds to pay for the new concrete table tennis amenity for Langum Park. The Pistons for the Parks had 50 cars in its show on Saturday, September 7 in conjunction with the Big Truck show. Culvers fundraiser is Wednesday night and will support the financial aid program.

**St. Charles Arts Council**

Ms. Cabel said the Arts Council just took down the banners at Mt. St. Mary and are already interested in using the park again for the Banner Up art exhibit next year. The Plein Air St. Charles event in August was a success and raised \$12,000 for the Arts Council. The next event is the Art Heist on October 5<sup>th</sup>.

St. Charles Business Alliance

Ms. Cabel shared that Jazz Weekend went well with 44 acts performing in 20 different venues. Scarecrow Weekend is October 11-13.

St. Charles Housing Commission

No report

St. Charles River Corridor Foundation

Ms. McCarthy said the RCF had over 140 people volunteer for the River Clean-Up last Saturday. This year will be the last year for planting daffodil bulbs in Mt. St. Mary Park. The RCF is busy planning its lecture series that starts in January.

Baker Community Center

Mr. Cooke said that the stairs project at the BCC had a bit of a delay, but it is being fixed.

Fox River Dam Joint Task Force

Mr. Cooke did not have anything to add given the discussion earlier in the meeting regarding the District's contribution to the professional services.

**Director's Report**

Ms. Cabel shared the IAPD Legal symposium is November 7<sup>th</sup>. The Best of the Best Gala is October 25<sup>th</sup> at which the District will be receiving and Arts in the Parks award and Commissioner Thomson will be recognized for 25 years of service on the STC Parks Board of Commissioners. She encouraged all Commissioners to attend Saturday's Open House at the new Primrose Farm Education Center. The Capital Workshop & CMP Workshop will be held next Tuesday, October 1 at Hickory Knolls Discovery Center at noon. There will not be a meeting on October 8<sup>th</sup>.

**Commissioner Comments**

**Jim Cooke:** No comments

**Karrsten Goettel:** No comments

**Peggy McCarthy:** No comments

**Bob Thomson:** No comments

**Steve Ward:** Mr. Ward asked for more information about the upcoming Light Up the Sky event. Mr. Kies said it is a new free event that will be held at James O. Breen Community Park during which a professional kite flying group will be flying kites that will be lit up. There will be a food truck and a DJ.

**Executive Session**

Mr. Cooke moved and Ms. McCarthy 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(c)(21) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

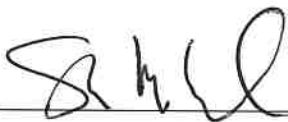
At 7:43 p.m. the Board temporarily adjourned to proceed to the Executive Session.

**Other Business**

Mr. Cooke moved and Mr. Ward seconded that the need for confidentiality still existed for the March 10 to September 10, 2024 executive session minutes presented for review in closed session. A voice vote was taken. Unanimous aye votes were cast and the motion passed.

**Adjournment of Meeting**

Having no other business to conduct, President Thomson adjourned the meeting at 7:52 pm.



Secretary

Date Approved: October 22, 2024