



ST. CHARLES PARK DISTRICT BOARD MEETING

Capital & Comprehensive Master Plan Workshop

Hickory Knolls Discovery Center

October 1, 2024– 12:00 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Special Meeting-Capital Workshop at Hickory Knolls Discovery Center on October 1, 2024. At 12:11 p.m., President Bob Thomson called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

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

Commissioners absent: Jim Cooke

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

Capital Workshop

Capital Projects

Director Holly Cabel began the presentation by sharing how many of the large capital projects slated for 2025 align with the Comprehensive Master Plan, Indoor Space Study, Replacement Plan, ADA Transition Plan, input from the community and land cash developments.

She then shared the Five-Year Future Large Projects chart indicating the proposed & planned projects for 2025-2029. Ms. Cabel reviewed the changes to the plan that have occurred since the last time the Commissioners have seen the project chart, which is now divided into east side locations, Pottawatomie Park/Community Center and west side locations. Ms. Cabel also reviewed new projects that were added.

Ms. Cabel asked the Commissioners if there are any missing changes or anything to add to the project chart. Commissioners asked for clarification about a few projects. Mr. Ward asked whether the water line installation at River Bend Community Park would be a well or city water, to which Superintendent of Parks & Planning Laura Rudow responded a well. Mr. Thomson asked about whether the trails at East Side Sports Complex would be new or repaved, to which Ms. Rudow responded that the trail improvements would consist of a combination of the two. She also clarified that the exercise stations would be similar to the one at Pottawatomie Park.

Ms. Cabel then presented a slide that showed of the proposed FY2025 capital budget of \$7,961,000, \$4,680,000 of funds are already committed to current projects or contracts, including the ESSC restroom & concession stand, the ESSC park renovation (partially funded by an OSLAD grant), Otter Cove splash park renovation, Prairieview Pointe Park disc golf course, Primrose Farm Park (partially funded by an OSLAD grant) and the vehicle replacement program (contract with

Enterprise Fleet Management). Ms. Rudow highlighted the larger projects that are in progress but will be completed in 2025, as well as upcoming projects.

- *East Side Sports Complex Restrooms & Concession Stand*
Ms. Rudow reviewed the floor plan for the building and said the hope is that the infrastructure (water and sewer lines) will be completed by the end of 2024 and the building will be complete in spring 2025. She said permitting has been in process since early spring.
- *East Side Sports Complex Renovation*
Ms. Rudow shared the master plan exhibit for the renovation, which will include softball field renovations, playground renovation and seating plaza, improvements to four sand volleyball courts, two renovated basketball courts, one renovated tennis court, four new lighted pickleball courts, and a renovated skate park. She explained that planning for the skate park includes professional skateboarders leading the public input process for the design of the course which will happen in the next month. Mr. Thomson asked if the skate park would be concrete and Ms. Rudow said that concrete is significantly more expensive.
- *Sculpture in the Park sign in Mt. St. Mary Park*
Public Relations & Marketing Manager Erika Young shared the inspiration for a new wrought iron sign to be installed over the Mr. Eggward sculpture in Mt. St. Mary Park. Now that the program is year-round, a permanent sign makes sense. Ms. Cabel added that “St. Charles Park District” will be added to the stonework below Mr. Eggward Commissioner Karrsten Goettel suggested back lighting of the statue and sign.
- *Otter Cove Splash Park Renovation*
Ms. Rudow briefly shared the three pod concepts and updated the Board on the progress of the project, which began on September 3. The goal is to get the concrete in place before winter so that as soon as warm weather returns, the amenities can be installed in time for the Memorial Day 2025 weekend opening. Ms. Rudow also added that the contractor, Schaeffges Brothers, has been doing a great job and are very easy to work with.
- *Otter Creek Wetland*
Ms. Rudow shared that her third attempt to acquire funds for this project through a grant application to the Regional Trails Program (RTP) was unsuccessful, and therefore recommends the District fund the needed improvements. The wetland needs walkways to increase accessibility for field trips and other users. She also informed that the long-awaited vault restroom is in transit and will be installed soon.
- *Prairieview Pointe Park*
Ms. Rudow presented an updated plan for an 18-hole disc golf course based on feedback from the community. Not only does the course include a proving ground with a 400-yard fairway, but each hole will include multiple tee boxes so that disc golfers can actually play 36 holes. A second round of public input is planned and Upland Design is working on IDOT permission for an ingress/egress off of Route 38.
- *Primrose Farm Park renovation*
Ms. Rudow shared the master plan for the park and said that the renovations are moving right along. Phase one renovations to the park, which will include a 2 tennis courts, 3 pickleball courts, a baseball field with 90ft. baseline, shade structure, improved parking lot, an adult

fitness equipment track, two sand volleyball courts, two tennis courts, a basketball court, three basketball courts and accessible path to sports fields. Commissioner Carne suggested reconsidering location of parking lot to avoid baseballs hitting cars.

- *River View Miniature Golf Course Update and Building Renovation*

Ms. Rudow shared pictures of the existing conditions of the course and concession building. She said that although there are elements of the course, landscaping and building are tired, there are elements of the course that the staff don't want to go away, such as the waterfall and lighthouse. At present, the biggest issue on the course is the deteriorating brick curbing that significantly impacts play. Staff met with the original builder of the course, Cost Construction, to determine what it would take to make repairs and the best solution is not to design a whole new course, but to replace the holes as designed with a new surface that includes curbing on which the course carpet can be placed. Ms. Rudow also shared the significant issues with the concession building and suggested using the current patio space to extend the wall of the building. The Commissioners' feedback was that given that the course is a staple of Pottawatomie Park, they would like more information about the cost and feasibility of improvements in 2025 before the next season. Ms. Rudow said she would bring the information back to the Board when the capital budget is presented.

- *PCC Restroom Renovations*

Ms. Rudow shared the existing conditions of the restrooms near the Board room and the locker room in the east hallway. She explained that there are no single use or gender neutral restrooms in Pottawatomie Community Center, so she asked the architects to draw plans for both the restroom and locker room that does not take away the number of toilets and maximizes single use facilities. Single use facilities are helpful in large programming use of bathrooms. She shared drawings of proposed renovations that reflect her request. Ms. Rudow said she would approach the renovations in two phases so that a restroom facility remains in use while the other is being renovated and will bid them out accordingly. The Commissioners agreed that this was a good approach and that the renovations are needed.

.Ms. Cabel discussed the continued need for indoor space. She reviewed the results of the last attempt in 2015 when the District asked to build a new building. One of the issues for the community was the location on the far west side. In addition, community surveys of the recent past reflect residents' desire to maintain the facilities and parks that the District owns over building new ones. As staff discussed the PCC restroom renovations and thought about other indoor space needs (track, pickleball courts, increased dance studio space, indoor space study recommendations), the idea of renovating/expanding Pottawatomie Community Center appeared to be a plan to propose to the Commissioners. Ms. Cabel explained that 2028 makes sense as it would have the least impact to taxpayers, as current bonds will expire in 2028. The Commissioners supported this idea and Ms. McCarthy added that the restroom renovations could still take place because those spaces wouldn't be affected by additions to PCC.

Ms. Rudow then shared the allowances budget for master planning, asphalt & pavement, information technology, vehicle & equipment replacement and the new LED light replacement plan.

Ms. Cabel shared the proposed 2025-2028 capital budget. She noted that professional services for the golf course's practice area renovation took place this year, which revealed that one of the

retaining walls belongs to the City of St. Charles. Thus, any plans for this renovation will require their cooperation. Thus, this project has been delayed until 2026.

Lastly, Ms. Rudow spoke about which projects align with grants awarded and opportunities for future grants for which staff intend to pursue. Awards granted for current projects include a \$600,000 OSLAD grant for Primrose Farm Park renovations and another for ESSC redevelopment. Ms. Rudow said that she will be researching federal grant opportunities focused on historic restorations for the hardscaping improvements in Pottawatomie Park. She also added that the possible renovation of Pottawatomie Community Center could be a good opportunity to apply for a PARC grant, as the renovations would include new recreation amenities, a requirement of the grant.

Fund Balance Policy Transfers

Ms. Cabel said she is asking the Board to consider approving a larger transfer to the Capital Fund. Superintendent of Finance & Administration Ashlee Wallace explained the District's Fund Balance Policy, which states that the General, Recreation, Revenue Facilities & NRC Funds need to maintain a fund balance between 20-30% of each funds' operating expenses. Based on the 2023 Audit, the first three of these funds have fund balances larger than 30%, which triggers the need to develop a plan. Ms. Wallace presented the 12/31/2023 Ending Fund Balances and reminded the Board that we are in year two of a three-year fund balance plan. Due to higher interest earnings in the General Fund and higher net income than budgeted in the Recreation fund, staff proposes increasing Year 2 transfers to the Capital Fund by \$874,219 from the General Fund and by \$429,272 from the Recreation Fund.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the increased transfer of \$1,800,000 from the General Fund and \$1,000,000 from the Recreation Fund to the Capital Fund in 2025. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Evaluate Capital Resources & Finances

Ms. Wallace shared a historical view of transfers from the General Funds to Debt Service, Sportsplex, IMRF and Capital. She also shared a slide detailing the cash receipts from developers collected thus far in 2024 and the projected 12/31/2024 Land Cash Fund balance of \$2,531,738. Next, Ms. Wallace shared the projected 12/31/24 Capital Fund Balance of \$5,974,421 after transfers from other funds and projected 2024 capital expenses, before commitments. The last capital resource slide that Ms. Wallace shared detailed the funding sources for the 2025 Capital Budget. The projected balance of the Capital Fund at the end of 2025 is \$2,187,602.

Comprehensive Master Plan Workshop

Michelle Kelly from Upland Design led the Commissioners through a workshop to discuss the update to the comprehensive master plan, the community survey process and the development of a strategic plan. Ms. Kelly reviewed the five phases of the project and what has been accomplished thus far. She said the next step will be the Community Open House on October 16, during which there will be a short presentation and stations for information gathering and giving feedback. Mr. Carne said its important that the District gets feedback from kids and asked that teenagers be invited to the Open House. Mr. Ward asked how the Open House is being promoted, as he has not seen it on social media yet, to which Ms. Cabel responded that the marketing department planned to start advertising on social media October 1.

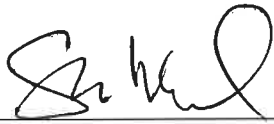
Mr. Goettel left the meeting at 2:45 p.m.

Ms. Kelly asked the Commissioners a series of questions which were similar to those posed to the community and staff in previous workshops. She also asked what the Commissioners hoped for this process and its outcomes. Ms. Kelly led the Commissioners and admin staff through a SWOT analysis, which asks them to consider the Districts' strengths and weaknesses as well as the opportunities and threats to the District.

Mr. Carne left the meeting at 3:00 p.m.

Adjournment of Meeting

Mr. Charles moved and Ms. McCarthy seconded that the meeting be adjourned. Unanimous aye votes were cast and Mr. Thomson adjourned the meeting at 3:13 p.m.



Secretary

Date Approved: October 22, 2024

