



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

November 5, 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 November 5, 2024. At 6:33 p.m., President Bob Thomson called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Jim Cooke, Karrsten Goettel, Bob Thomson and Steve Ward

Commissioners absent: Dr. Brian Charles & 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, Pottawatomie Golf Course Manager & PGA Pro Ron Skubisz, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

Other staff present: Assistant Superintendent of Recreation Rosie Edwards, Assistant Superintendent of Recreation Katie Miller, Aquatics, RVMG & Haines Manager Cayla Greenfield, Manager of Cruise Operations Tera Harvey and Boat Captain Steve McClone

Guests present:

Consent Agenda

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the Consent Agenda items, including the following:

- Approval of Minutes from Public Hearing #1 on October 22, 2024
- Approval of Minutes from Public Hearing #2 on October 22, 2024
- Approval of Minutes from Meeting on October 22, 2024

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

Public Appearances

None.

Administration and Finance

Resolution Honoring Outreach Ambassador Pam Otto

Director Cabel shared a draft of resolution to honor Pam Otto at the next Board meeting and asked for the Commissioner's feedback. Mr. Cooke said he agreed with what was written; however, he would like to see a statement that captures Pam's approachability and warmth that invited people to learn more about nature. Staff will edit resolution accordingly and send to the Board, via email, by the end of the week.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve Resolution 2024-11-01 honoring Pam Otto, with noted changes to be made. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Public Relations & Marketing Manager Erika Young shared the invitation to the Open House Retirement Party that will be open to the public on Tuesday, December 17, 3-6 pm at Hickory Knolls Discovery Center. She also shared an idea for how to honor Ms. Otto, which Ms. Young and Ms. Cabel wish to remain a secret until her party, and the Board of Commissioners agreed.

Fox River Dam Task Force Statement of Interest to Provide Professional Services

Director Holly Cabel shared the Fox River Dam Task Force Statement of Interest (SOI) that the city wrote to determine the level of interest of qualified engineering firms to provide assistance to the City and Park District in matters related to the Fox River Dam. The next meeting of the task force is Thursday during which the task force will review the SOI as well. Additionally, Ms. Cabel explained the revised timeline set forth by the Army Corps of Engineers. Mr. Carne asked about the costs associated with the professional services and Ms. Cabel responded that there will not be any until a firm is chosen. This process is estimated to take between 2-4 months to select firm. Mr. Ward asked if some of the professional services being requested in the SOI are redundant to what the Army Corps of Engineers might include within their environmental assessment and Ms. Cabel said it is possible.

Mr. Ward moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve Dam Task Force Statement of Interest as written. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Resolution on Credentials for Illinois Association of Park District's Annual Business Meeting

Ms. Cabel asked the Commissioners who would like to attend the IAPD Annual Business Meeting in January. The Commissioners suggested Peggy McCarthy as the delegate, Brian Charles and Bob Carne as the first and second alternatives.

Mr. Cooke moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve Peggy McCarthy as the delegate, Brian Charles and Bob Carne as the first and second alternatives to the IAPD Annual Business Meeting in January 2025. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

IAPD/IPRA Annual Conference Attendance

Mr. Cooke moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the attendance of the following employees at the 2025 IAPD/IPRA Soaring to New Heights Conference January 23-25, 2025 in Chicago: Holly Cabel, Melissa Caine, Sue DellaFranco, Fred Ekberg, Rosie Edwards, Abigail Fleming, Carina Graham, Evelyn Grant, Cayla Greenfield, Kara Guizzetti-Reif, Alex Hartzell, Tera Harvey, Christina Nickel, Dave Johnson, Mike Kies, Taylor Krawczyk, TC Hull, Jaz Lara, Ande Masoncup, Katie Miller, Andrew Nelson, Lara Piner, Dan Procaccio, Laura Rudow, Jenny Santos, Lynne Yuill and Ashlee Wallace. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Recreation**Seasonal Facility Annual Reports: Aquatics**

Superintendent of Parks & Recreation Mike Kies introduced the recreation team in attendance. Cayla Greenfield and Rosie Edwards presented the Aquatics Annual Report. Ms. Greenfield spoke to the facility and operational improvements that were made at Swanson. Ms. Edwards said similar projects were done at Otter Cove, for which she thanked the Commissioners for their support by funding these types of projects that seem unexciting, but they make a huge difference in the overall appearance of the facility. Although pool usage at Swanson was down from 2023, the All-Access Pass that gives access to both facilities saw greater sales and provides a value for patrons. Concession items sold decreased from 2023, but net revenues were up due to streamlined purchasing. Ms. Edwards shared that they are working with St Charles Aquatics to rebuild the swim team. Swim lessons were offered at both facilities and well attended. The For Scout Foundation provided the money to fund Sunday morning lessons to students with sensory challenges. The specials events at both facilities drew large crowds in the evenings that are usually less occupied. Mr. Carne asked when Otter Cove will open and encouraged the staff to get a projection on the cost of a surf rider amenity. Mr. Cooke questioned that request as it has been investigated and the cost is prohibitive. Mr. Cooke asked Ms. Edwards what she thought of the idea and she replied that she would rather spend the money on more seating for the facility, as patrons are often looking for places to sit. Mr. Carne then suggested creating a beach section somewhere.

Seasonal Facility Annual Reports: River View Miniature Golf

Ms. Greenfield shared that the total rounds played in 2024 was up from 2023, but concession items sold was down. High winds and unsafe conditions caused the river to be closed for 19 days this season, which significantly impacted boat rentals. Ms. Greenfield is very proud of her hardworking staff and shared that 47% of her 2024 staff were returning employees.

Seasonal Facility Annual Reports: River View Miniature Golf

Tera Harvey and Steve McClone shared an overview of the 2024 cruising season. Public cruises and total passengers were up in 2024. Refreshment & memorabilia sales were up as were add-on passes to mini-golf! New this year were charcuterie board add-ons for charter cruises, which was a hit with riders. New specialty cruises included Roaring Riverboat Cruise, Nature Scoops, History Sundays and Tiki Tuesday. Private charters and were popular for weddings, engagement parties, baby showers and similar celebrations. Captain McClone shared information about the Marine Professional Development program in place to train employees and encourage their retention. He also said that the U.S. Coast Guard visited in June and both boats passed inspections and recommended updates to shore power were completed in April. The Fox River Queen's upper deck fence was rebuilt, the St. Charles II Belle was given a makeover with new paint throughout, live speakers narrated cruises and the dock was renovated. The Commissioners thanked the staff for their report.

Rosie Edwards, Tera Harvey, Steve McClone and Katie Miller left the meeting at 7:25 p.m.

Pickleball Update

Mr. Kies and Superintendent of Parks and Planning Laura Rudow shared their responses to the pickleball players who attended a meeting in October to share their requests and concerns. One request is to line the second tennis court in Pottawatomie Park for pickleball play, as there is heavy

pickleball activity in the mornings and no tennis players. Ms. Rudow's response is that there is a heavier pickleball use in the mornings, but the tennis courts are well used throughout the day and she would like to see one tennis court left for tennis play only. Part of Ms. Rudow's reasoning includes that there will be 6 more outdoor courts added to the District's inventory in 2025 and she would like to monitor usage after the additional opportunities for play are available before striping the additional court at Pottawatomie. She will have the faded lines restriped in the spring. Another request was to add a bench near the ESSC tennis courts for those who are waiting for a court. Ms. Rudow's team has completed that request. The next request is to provide lighting at the courts in James O. Breen Community Park. Ms. Rudow said that we currently do not provide permanent lights for any programs/rentals in the park and doing so for pickleball will set a precedent for other users. Mr. Cooke added that the Board of Commissioners made a commitment to the neighbors when the District built JOBCP that we would not install lights. Mr. Ward asked about "pickle tiles" which is a glass enclosure that dampens the sound of pickleball. Mr. Kies discussed the request for more indoor pickleball courts. The District added 4 courts at Norris Recreation Center last year, which costs \$34-37 a month for a membership. We will add 2 more courts in 2025 at NRC. Additionally, we are adding 2 pickleball nights at Haines (Monday and Friday) and Saturday and Sunday mornings from 9 am -12 noon. Mr. Carne said the District needs to figure out how to monetize pickleball. Mr. Goettel said that he agrees with waiting to see how the new pickleball courts in 2025 in St. Charles and surrounding communities affect demand. The Commissioners agreed that the District has provided adequate indoor and outdoor pickleball courts for the size of its constituency at this time.

Cayla Greenfield left the meeting at 7:50 p.m.

Parks, Planning, and Facilities

2025 Capital Budget

Superintendent of Parks and Planning Laura Rudow presented the proposed 2025 Capital Budget. She said there have not been any significant changes to the budget or allowances since the Commissioners reviewed the budget at the Capital Workshop. The one project Ms. Rudow did review is proposed remodel of the River View Miniature Golf concession stand and golf course. At the Capital Workshop, the Board agreed that it is time to address the aging building and course and supported Ms. Rudow's plans for expanding the building as far as the awning extends on the east side of the structure. Since the workshop, Ms. Rudow gathered additional information that her plans would have significant impact on the septic field under the building and make the project unaffordable. She would like to move forward with replacing the holes with new ones that come in pieces with curbing built in, replace landscaping and improve ADA accessibility. Professional services would occur in the first part of 2025. The commissioners agreed with that approach. The Capital Budget gets approved with the FY2025 Budget that will be presented to the Board at the December meeting.

Pottawatomie Historic Pavilion Reconstruction Project Bid Opening

Ms. Rudow explained that the bid opening had been on the October 22 meeting agenda, but was tabled because the contractor pulled their bid after realizing they had under bid for the scope of the work. Therefore, she did a full scope review with the next lowest bidder, which is Manusos General Contracting. This bid is higher than what is budgeted for the project, but the difference in the cost above the donation amount can be paid for with the ADA funds that the District sets aside each year.

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the contract with Manusos General Contracting, Fox Lake, IL, for the reconstruction of the addition to the historic pavilion in Pottawatomie Park for \$424,400. A roll call vote was taken. Aye: Carne, Cooke, Goettel, Ward and Thomson. Nay: none. The motion carried.

Director's Report

Ms. Cabel congratulated Bob Thomson for his 25 years as a commissioner for which he was formally honored at last week's IAPD Best of the Best Gala. Ms. Cabel also mentioned that the Sculpture in the Park program won an IAPD Best of the Best Arts in the Parks award and congratulated Ms. Young, Ande Masoncup and the entire committee. Ms. Cabel reminded the Board to contact Ms. Santos if they are interested in attending the St. Charles History Museum holiday gala on December 13. Finally, she said the community survey will be distributed near the end of the month.

Commissioner Comments

Bob Carne: Mr. Carne asked about the agreement with I9 (flag football) and Ms. Rudow clarified that they rent fields for 8 Sundays in the spring and again in the fall. Mr. Carne encouraged the staff to revisit that rental contract. He complimented the seasonal facility staff for their reports this evening.

Jim Cooke: No comments

Karrsten Goettel: No comments

Bob Thomson: Mr. Thomson reiterated the compliment to the staff for their seasonal facility reports.

Steve Ward: Mr. Ward also complimented the staff. He asked about progress at Fox Chase Park and Ms. Rudow said that the permit from the City of St. Charles was issued that afternoon so the plan is to get the contractor to the park as soon as possible. Mr. Thomson asked if there was signage to explain the delay.

Executive Session

Mr. Cooke moved and Mr. Goettel 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(6): the setting of a price for sale or lease of property owned by the public body. A roll call vote was taken. Aye: Carne, Cooke, Goettel, Ward and Thomson. Nay: none. The motion carried.

At 8:06 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Ron Skubisz and Erika Young left the meeting at 8:06 p.m.

Other Business

Mr. Carne moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners grant a temporary easement a permanent easement in Mt. St. Mary Park to Nicor Gas for a fee no less than \$60,000. Aye: Carne, Cooke, Goettel, Ward and Thomson. Nay: none. The motion carried.

Adjournment of Meeting

Mr. Ward moved and Mr. Cooke seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and President Thomson adjourned the meeting at 8:17 p.m.



Secretary

Date Approved: November 19, 2024