



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

February 25, 2025 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on February 25, 2025. At 6:32 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, Karrsten Goettel, Peggy McCarthy, Bob Thomson and Steve Ward

Commissioners absent: Jim Cooke

Administrative staff present: Director of Parks & Recreation Holly Cabel, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Ashlee Wallace, Information Technology Manager Jeff Essig, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

Other staff present:

Guests present: Jeff Andreason of aQity

Consent Agenda

Ms. McCarthy 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 February 11, 2025
- Approval of Bills as of January 31, 2025

Account	Amount
CORPORATE FUND	\$ 373,536.93
RECREATION FUND	\$ 138,574.25
AUDIT	\$ 2,440.00
LIABILITY INSURANCE	\$ 753.20
SPECIAL RECREATION	\$ 1,610.90
REVENUE FACILITIES	\$ 32,676.93
NORRIS REC CENTER	\$ 22,623.81
SPORTSPLEX	\$ 22,767.23
CAPITAL	\$ 622,930.92
Total	\$ 1,217,914.17

- Approval of Cash and Investment Report as of January 31, 2025
- Approval of Revenue Expense Reports as of January 31, 2025

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

Public Appearances

Administration and Finance

Community Survey Presentation

Jeff Andreason of aQity presented an overview of the findings of the 2024 community survey recently conducted as a part of the District's Comprehensive Master Plan update. This survey included 413 residents within the St. Charles Park District, weighted to census data. The findings, in general, found that 82% of residents have a very favorable to the highest regard opinion of the District. The District rates the highest in the area. The top three positives for SCPD, in response to open-ended questions, are the program variety, clean & well-kept parks, and specific facility/ies. The top three dislikes are costs/fees, limited facilities and hours/scheduling. 93% of residents say they feel that their household is properly represented and included within the Park District and its offerings. 84% of residents feel that the District provides good to excellent value given that 8% of a resident's tax bill goes to the District. The top four demands/interests in amenities/facilities are natural areas, indoor walking track, outdoor flushable toilets and fitness center/exercise studio. Discussion resumed between demand in comparison for needs being met within the community. Residents indicated that there is a need for more sports programs for adults. When asked about the importance of potential District improvements, residents rated maintaining existing parks and facilities, providing/improving trail connections and expanding indoor space locations to meet the community's recreational needs the highest of priorities. When asked whether they would support an initiative to fund improvements through issuing new bonds to replace existing bonds set to mature with little to no increased cost to the taxpayer, 85% of residents said they would somewhat or strongly support such an initiative. Regarding the District's carry in/carry out pilot program that reduces the number of garbage cans at three of the District's larger parks, 82% of residents support the expansion of the District's initiative to parks across the District. 77% of residents use the printed activity guide as their main source of information about District programs; 65% use the online opportunities. At the conclusion of the presentation, Dr. Charles asked Mr. Andreason what inferences he could draw as the District contemplates indoor space improvements and Mr. Andreason replied that it is clear that an indoor track should be included. Mr. Carne added that a clear takeaway from the survey is that there is a clear delineation of needs between the 50+ adults and the more senior population. Ms. Cabel added she will share the entire survey with the Commissioners. The Commissioners thanked Mr. Andreason for an informative presentation.

Jeff Andreason left the meeting at 7:25 pm.

FY 2024 Year-End Report: Preliminary and Unaudited

Director Holly Cabel said Superintendent of Administration and Finance Ashlee Wallace is presenting the 2024 preliminary and unaudited year-end report. She added that the District will present the audited year-end report later in the spring. Ms. Wallace summarized the revenue and expenses for each fund by department. In summary, operating revenues exceeded budget by \$1.35 million and operating expenses were lower than budget by \$1.2 million. Interest income of \$1.2 million was a significant reason for the over-budget net revenue. As Ms. Wallace presented the report, Commissioners asked questions or commented on the information. Mr. Ward asked whether the preschool was included in the HKDC department. Ms. McCarthy asked how program

success was determined and Mr. Kies explained that it is calculated by how many programs actually run versus how many are offered. The industry target is 70%, as this is an indication of innovative programs being offered, rather than only offering the same programming every season. The Commissioners discussed the desire for partnering with District 303 to make needed improvements to Norris Recreation Center after Ms. Wallace presented that the shared net surplus revenue was almost \$180,000. Mr. Carne challenged the continued need to include transfer information within the Sportsplex review. Ms. Cabel and Ms. Wallace replied that the Sportsplex transfer is clearly shown in the budget for transparency purposes and revenues are up from the previous year and are budgeted for another reduction in 2025. At the conclusion of the presentation, Ms. McCarthy suggested that Ms. Wallace include all the information she read aloud in the presentation so that the Commissioners could read ahead of time and formulate questions for her, rather than just a presentation. Ms. Wallace and Ms. Cabel will review ways to improve the presentation for next year. Mr. Carne commented that the \$1.35 million in net revenue included \$1.2 million interest income. If this interest income is removed, the District did not do as well compared to 2022. He asked the staff to look at the budget without tax revenue and interest revenue to drive home the point of programs/activities need to be self-sustaining. Ms. Cabel believes that this information can be seen in the snapshot provided specifically for the Recreation Fund. The Commissioners commented that Ms. Wallace did a good job with her presentation.

Intergovernmental Agreement with Village of South Elgin

The Board was asked to consider renewing a five-year Intergovernmental Agreement with the Village of South Elgin that outlines a partnership between the agencies for designated improvement responsibilities and funding for three parks with dual jurisdiction.

Dr. Charles moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the Intergovernmental Agreement with the Village of South Elgin. A roll call vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Ordinance 2025-02-02 Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Ordinance 2025-02-02 authorizes the disposal of personal property owned by the St. Charles Park District. Items being disposed of include golf course and parks maintenance equipment and outdated technology.

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2025-02-02. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Recreation

July 4th Fireworks Contract Approval

Proposals were solicited for July 4th Fireworks. Staff recommends approval of a new one-year contract with Mad Bomber of Elgin, IL, beginning in 2025 with an option to renew for up to two additional one-year terms at a cost of \$42,000 per year.

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the July 4th Fireworks Contract with MadBomber for \$42,000. A roll call

vote was taken. Aye: Carne, Charles, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Glow Zone

Ms. McCarthy moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve the agreement with Glow Zone to sell novelties in Mt. St. Mary Park on July 4, 2025. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

National Safety Council Conference Attendance Approval

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Lynne Yuill to attend the National Safety Council Conference in Charlotte, North Carolina on April 24 & 25. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Parks, Planning, and Facilities

Otter Cove Splash Park Change Order #2

Ms. Cabel asked the Board to consider a change order in the amount of \$12,289 to the existing contract with Schaeffges Brothers, Inc. for the purpose of moving an existing manifold to accommodate the piping for the new splash features in an existing pit as well as utilizing camera technology to identify, diagnose and repair a broken pipe beyond the scope of the construction that failed a pressure test.

Ms. McCarthy moved and Dr. Charles seconded that the St. Charles Park District Board of Commissioners approve the change order to the contract with Schaeffges Brothers, Inc. for \$12,289. A roll call vote was taken. Aye: Carne, Charles, Goettel, Ward and McCarthy. Nay: none. The motion carried.

Requests for Use

Mr. Carne moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the following requests for use:

- National Multiple Sclerosis Society for use of Pottawatomie Park for the purpose of hosting their annual walk event on Saturday, May 10, 2025;
- Fox Valley Park District for use of Mt. St. Mary Park for the purpose of hosting their annual canoe and kayak race event on Saturday, June 7, 2025; and
- Cals Angels for use of Mt. St. Mary Park for the purpose of hosting their annual egg hunt event on Sunday, April 13, 2025.

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

Special Reports

Fox Valley Recreation Association

Mr. Thomson reviewed the FVSRA's last board meeting during which the agency's audit was presented, with no concerns. The annual BBQ fundraiser will be May 14. The Legislative Luncheon is March 7. The Board discussed 2025-2026 budget assumptions. South Elgin reported that they bought an older building that will be modified and will include a dedicated space for special recreation. The Board will be updating its Strategic Plan soon.

St. Charles History Museum

No report.

St. Charles Park Foundation

Mr. Ward asked Ms. Cabel and Ms. Young to report on the pickleball fundraiser. Ms. Cabel said that the fundraiser was well attended in the morning. Ms. Young said that the Foundation raised \$1,800, which included \$1,100 from registrations and \$700 from raffle tickets and donations. Mr. Ward said that Ms. Young will present recommendations for locations of two new dog-themed park benches near dog parks at an upcoming meeting.

St. Charles Arts Council

Ms. Cabel said the grand opening was lovely and well attended. The current art show will be followed by the Student Art Show in April.

St. Charles Business Alliance

Ms. Cabel said the St. Patrick's Day parade is March 15th at 2pm.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Peggy McCarthy said that the last lecture was about birds and was well attended. The next lecture is March 19th and will be about the Underground Railroad in St. Charles.

Baker Community Center

No report.

Fox River Dam Joint Task Force

Mr. Thomson reported that the last meeting was February 5th and the next one is scheduled for April. Ms. Cabel added that the task force still has work to do on the SOI.

Director's Report

No update provided.

Commissioner Comments

Bob Carne: Mr. Carne said he loves the summer concert series line-up. He reiterated his desire for a bigger concert in Pottawatomie Park where the band plays to the boats in the river. He would also like to see a big concert in Mt. St. Mary Park. He added that he would like to see the District use drones to get accurate headcounts of large events. Ms. Cabel said this information may be easier to obtain through software like PlacerAI.

Brian Charles: Dr. Charles said he would like to see the District discuss the potential return of the fireworks display to Pottawatomie Park.

Karrsten Goettel: Mr. Goettel shared a connection between a very recent article in the Daily Herald about events/activities for senior adults in Elgin and the community survey results.

Peggy McCarthy: Ms. McCarthy asked about how the District promotes the financial aid program to new residents. Ms. Cabel said it's not in the welcome letter but is advertised in the activity guide. Ms. McCarthy reiterated that she would like to see discussions about how to make the fireworks display in Pottawatomie Park as safe as possible. Ms. Cabel clarified that the Commissioners hope this discussion would happen for 2026 event and Commissioners agreed.

Bob Thomson: Mr. Thomson suggested that the District try to get the Air Force Band for one of the larger concerts in Pottawatomie Park that Mr. Carne suggested earlier.

Steve Ward: Mr. Ward shared a program that he saw in another park district called "Poses with Possums" that is like goat yoga but with possums. He suggested the District bring unique animals into programs.

Executive Session

Mr. Carne moved and Ms. McCarthy seconded that the meeting temporarily adjourn into a closed session for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120: Section 2(c)(1) discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity. A roll call vote was taken. Aye: Carne, Charles, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried. At 8:32 p.m., the Board temporarily adjourned to proceed to the Executive Session.

Jeff Essig, Mike Kies, Jenny Santos and Erika Young left the meeting at 8:32 p.m.

The Board came out of Executive Session at 8:59 p.m.


Other Business

Mr. Goettel moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve recommended merit increases as presented for eligible full-time employees for 2025. A roll call vote was taken. Aye: Carne, Charles, Goettel, Ward and McCarthy. Nay: none. The motion carried.

Adjournment of Meeting

Ms. McCarthy moved and Mr. Carne seconded that the meeting being adjourned. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

President Thomson adjourned the meeting at 9:00 p.m.



Secretary

Date Approved: March 11, 2025