



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

June 10, 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 June 10. At 6:31p.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, Craig Newman, Bob Thomson and Steve Ward

**Commissioners absent:** Bob Carne

**Administrative staff present:** Director of Parks & Recreation Holly Cabel, Superintendent of Parks & Planning Laura Rudow, Superintendent of Finance & Administration Ashlee Wallace, Superintendent of Recreation Mike Kies, Public Relations & Marketing Manager Erika Young and Administrative Assistant Jenny Santos

**Other staff present:** Assistant Superintendent of Recreation Rosie Edwards, Interns Evan Schuring, Will O'Rourke, Zack Loomis and Natalya Trejo.

**Guests present:**

### Consent Agenda

Ms. McCarthy moved and Mr. Cooke 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 May 27, 2025

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

### Public Appearances

Assistant Superintendent of Recreation Rosie Edwards introduced recreation interns Evan Schuring, Will O'Rourke, Zack Loomis who will spend the summer working to learn more about the dynamic field of parks and recreation administration. Public Relations & Marketing Manager Erika Young introduced Natalya Trejo who is working as the social media intern this summer and lending her expertise to share the park district brand.

*Erika Young, Rosie Edwards, Interns Evan Schuring, Will O'Rourke, Zack Loomis and Natalya Trejo left the meeting at 6:38 p.m.*

### Administration and Finance

#### Playground Development and Maintenance Agreement

Superintendent of Parks & Planning Laura Rudow reviewed the agreement with CUSD303 that

delineates the cost sharing of developing and maintaining the playgrounds shared by the park district and school district. New to the agreement is the park district's responsibility to inspect the early childhood playground at Haines. The terms of the agreement are July 1, 2025-June 30, 2028.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the three-year Playground Development and Maintenance Agreement with CUSD303. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

### Recreation

No business.

### Parks, Planning, and Facilities

#### Prairieview Pointe Park Disc Golf Course Update

Ms. Rudow presented an updated course design and timeline for construction of the disc golf course at Prairieview Point Park. The contractor was approved by the Commissioners in May and construction will begin as soon as the permits are approved by the Illinois Department of Transportation and the City of St. Charles. There are four playable experiences and a practice ground. Dirt that was excavated at Primrose Farm Park and Fox Chase Park during those renovations were hauled to Prairieview Pointe Park to be used to create berms and interesting topography for the course. Construction is expected to take six weeks.

#### Change Orders for East Side Sports Complex Restroom and Concession Building

Ms. Rudow explained the two change orders for the restroom and concession building at East Side Sports Complex. The first was the contract with Swallow Construction in the amount of a \$34,000 credit for changing the connection hardware under the private drive and changing the pipe from steel to PVC. The second change order is to the contract with Lite Construction in the amount of \$1,029.40 for adding an extra hand sink with plumbing and adjusting the elevation of the slab to match existing grade.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners the change order to Swallow construction for a \$34,000 credit and the change order to Lite Construction for \$1,029.40. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

#### Norris Woods Update

Ms. Rudow updated the Board about potential archaeological significance in Norris Woods as well as reaffirming the protections in place being a State Nature Preserve. The Commissioners agreed that further investigation is warranted.

#### Requests for Use

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

- 1) Illinois Torch Run for Special Olympics use of East Side Sports Complex for the purpose of hosting their annual police and fire department softball event, Battle of the Badges, on Saturday, August 16, 2025

2) CASA Kane County use of Mt. St. Mary Park for the purpose of hosting their annual community bike event, WOW VII: Cruisin' for CASA Kane County, on Sunday, September 7, 2025.

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

**Director's Report**

Ms. Cabel shared the Kane County Magazine that featured an article about the parks celebrating 50-year anniversaries and an invitation to a STC History Museum event. She reminded the Commissioners about the employee recognition event at the Kane County Cougars game this Friday night. Ms. Cabel said that it was never the administration's intention to have a ribbon cutting ceremony at Fox Chase and Primrose Farm Parks. However, Commissioner Ward has expressed his belief that one would be appropriate for Fox Chase Park. The Commissioners agreed to a summer party in the park for the neighborhood in July. Ms. Cabel informed the Commissioners that license plate readers will be installed. She also reminded the Commissioners that the next three Board meetings will be held at other facilities in the District: June 24 at Primrose Farm Education Center, July 8 at Sportsplex and July 22 at Norris Recreation Center.

**Commissioner Comments**

**Bob Thomson:** Mr. Thomson said he's been to a few of the Concerts in the Park on Thursday nights and has been pleasantly surprised by the attendance given the cool weather. He added the concerts have been fun and very child friendly.

**Executive Session**

Mr. Cooke moved and Mr. Newman seconded that the meeting temporarily adjourn into a closed meeting for the purpose of considering the following subjects, per the Open Meetings Act, 5 ILCS 120/2: Section (c)(5) the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; Section (c)(6) the setting of a price for sale or lease of property owned by the public body; and Section (c)(11) 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.

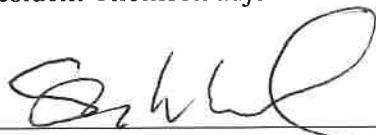
At 7:12 p.m., the Board temporarily adjourned to proceed to the Executive Session.

The Board came out of Executive Session at 7:33 p.m.

**Adjournment of Meeting**

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

President Thomson adjourned the meeting at 7:33 p.m.



Secretary

Date Approved: June 24, 2025