



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

8 North Avenue, St. Charles, IL

August 26, 2025 – 6:30 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Consent Agenda*

- A. Approval of Minutes from Meeting on August 12, 2025
- B. Approval of Bills as of July 31, 2025
- C. Approval of Cash and Investment Report as of July 31, 2025
- D. Approval of Revenue Expense Reports as of July 31, 2025

IV. Public Appearances

V. Business Items

1. Administration and Finance

a. Internet Service Agreement

Information Technology requests approval of a three-year agreement with MetroNet for fiber internet service at Sportsplex for a total of \$12,600. Board action is requested.

b. Board Policy 4010: Procurement Update

Board Policy 4010: Procurement has been updated to reflect the changes to Section 8-1 of the Park District Code, specifically the dollar threshold for bidding contracts for supplies or materials, which was increased from \$30,000 to \$60,000. Bids for work continue to be required for contracts more than \$30,000. Board action is requested.

c. Auditing Services

Staff recommend a three-year agreement for auditing services with Lauterbach & Amen, LLP for \$22,900, \$23,300 and \$23,700 for the fiscal years 2025 through 2027 audits. Board action is requested.

2. Recreation

d. Monthly Usage Report

Superintendent of Recreation Mike Kies will review July usage reports for River View Miniature Golf, Paddlewheel Riverboats, Swanson Pool and Otter Cove Aquatic Park.

* Routine items for one motion, unless separate discussion is requested.

3. Parks, Planning, and Facilities**e. License Agreement with Forest Preserve District of Kane County**

The Board is asked to consider renewing a five-year agreement with the Forest Preserve District of Kane County for the lease of the soccer fields at Peck & Dean Street. Board action is requested.

f. Pottawatomie Community Center Restroom Renovation Bid Opening

Per the 2025 Capital Plan, bids were solicited to renovate the bathrooms and locker room in Pottawatomie Community Center and opened on August 13, 2025. The Board is asked to consider Kandu Construction, Inc., Skokie, IL as the lowest responsible bidder in the amount of \$947,000. Board action is requested.

g. Primrose Farm Fencing Bid Opening

Per the 2025 Capital Plan, bids were solicited to replace fencing at Primrose Farm and opened on August 20, 2025. The Board is asked to consider Fence Connection, Inc., Elgin, IL as the lowest responsible bidder in the amount of \$135,324 for the base bid plus Alternate #1. Board action is requested.

h. Change Order #4 for Primrose Farm Park

The Board is asked to consider a change order to the contract with Hacienda Landscaping in the amount of \$12,591.06 to account for the additional undercutting and materials for proposed parking lot construction. Board action is requested.

i. Change Order #3 for East Side Sports Complex Concessions and Restroom Bldg

The Board is asked to consider a change order to the contract with Lite Construction in the amount of \$16,365 for the purpose of adding air conditioning to the concession portion of the building. Board action is requested.

j. Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz will review the July usage report for the golf course.

VI. Special Reports

1. Fox Valley Recreation Association – Bob Thomson and Ron Skubisz
2. St. Charles History Museum – Peggy McCarthy
3. St. Charles Park Foundation – Steve Ward
4. St. Charles Arts Council – Holly Cabel
5. St. Charles Business Alliance –Holly Cabel
6. St. Charles Housing Commission – Karrsten Goettel
7. St. Charles River Corridor Foundation – Peggy McCarthy
8. Baker Community Center – Jim Cooke

VII. Correspondence

VIII. Director's Report

IX. Commissioner Comments

Bob Carne

Jim Cooke

Karrsten Goettel

Peggy McCarthy

Craig Newman

Bob Thomson

Steve Ward

X. Executive Session

XI. Adjournment of Meeting