



**ST. CHARLES PARK DISTRICT BOARD MEETING**  
**SPORTSPLEX**  
**July 22, 2025 – 6:30 P.M.**  
**MINUTES**

**Call to Order**

The St. Charles Park District Board met for a Regular Meeting at Sportsplex on July 22, 2025. At 6:36 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, Peggy McCarthy, Craig Newman, Bob Thomson and Steve Ward

**Commissioners absent:**

**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, Information Technology Manager Jeff Essig, Public Relations & Marketing Manager Erika Young, Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

**Other staff present:** Assistant Superintendent of Sportsplex Melissa Caine and Partnership & Sponsorship Supervisor Carina Graham

**Consent Agenda**

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

- Approval of Minutes of Regular Meeting on June 24, 2025
- Approval of Bills as of June 30, 2025

Account	Amount
CORPORATE FUND	\$ 304,624.89
RECREATION FUND	\$ 55,120.67
AUDIT	\$ 2,000.00
LIABILITY INSURANCE	\$ 209,591.40
SPECIAL RECREATION	\$ 2,616.60
DEBT SERVICE FUND	\$ 165,266.01
REVENUE FACILITIES	\$ 101,244.53
NORRIS REC CENTER	\$ 22,316.12
SPORTSPLEX	\$ 7,935.43
CAPITAL	\$ 657,631.17
Total	\$ 1,528,346.82

- Approval of Cash and Investment Report as of June 30, 2025
- Approval of Revenue Expense Reports as of June 30, 2025

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

### **Administration and Finance**

#### **FY 2025 Mid-Year Financial Report**

Superintendent of Finance & Administration Ashlee Wallace presented the 2025 Mid-Year Financial Report. Ms. Wallace reviewed the District's overall operations and compared them to June 30, 2024, revenues and expenses by fund. Operating revenues are up 5.2% primarily due to increases in taxes, program fees and fees/admissions. Expenses are up 5.3% Ms. McCarthy expressed concern about the decreased revenues of River View Miniature Golf and Paddlewheel Riverboats. Mr. Kies said that he attributes the decrease to the weather. Although the weather is hot now, the beginning of the season was cooler than 2024 by about 10 degrees. Additionally, river conditions prevented cruises and boat rentals.

#### **Sponsorship & Partnership Mid-Year Report**

Partnership & Sponsorship Supervisor Carina Graham presented the mid-year report, highlighting the revenue received and sponsorships developed through June 30, 2025. She noted that sponsorship money from the City of St. Charles and For Scout Foundation have not been received or recorded yet, so those funds will be reflected in her year-end report. She said she has new and improved partnerships with Duly Health, St. Charles Closets, Meijer, Advocate Health and the St. Charles Library. Other supporters have cut back on their sponsorships for reasons not related to the park district.

*Carina Graham left the meeting at 6:59 p.m.*

### **Recreation**

#### **Monthly Usage Report**

Mr. Kies reviewed the May usage reports for Swanson Pool, Otter Cove Aquatic Park, River View Miniature Golf (RVMG) and Paddlewheel Riverboats. Mr. Kies highlighted that Swanson Pool and Otter Cove have seen increases in daily admissions compared to June of 2024. Otter Cove has seen an increase in the number of Splash Park-only admissions, attributable to the newly renovated pods and amenities and offering a splash-only admission prior to regular hours. Mr. Thomson asked Mr. Kies who are "neighbors", to which Mr. Kies replied they are residents of West Chicago, Campton Hills, Elgin, and Elburn. Rounds played at River View Miniature Golf are down compared to 2024, which he attributes to the weather. The average number of passengers is down this year. However, he says there will be an influx of charters in July, so he is hopeful that we will see an increase in passengers in July.

### **Parks, Planning, and Facilities**

#### **Capital Update**

Superintendent of Parks & Planning Laura Rudow presented a brief overview of completed, current and upcoming capital projects. Otter Cove Aquatic Park is complete. Fox Chase Park is near completion, with parking lot resurfaced and striped this weekend. The East Side Sports Complex restroom and concession stand's masonry is complete with roof being built now. Prairiewood Pointe Disc Golf Course hasn't received its permit yet due to AT&T lines running too

low to the ground, which doesn't allow for the required 12-foot clearance at the entrance. Because it will cost over \$100,000 to have AT&T bury those lines at the entrance, Ms. Rudow is trying to get permission to move the entrance further east along Route 38 to avoid the cost of burying lines.

#### Legacy Drive Easement Agreement

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve a permanent easement agreement with Signature Production Group that allows the company to install and maintain utilities on the western boundary of East Side Sports Complex for a fee of \$10,000. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

#### Capital Purchase of Playground Equipment

Ms. Rudow asked the Board to consider the purchase and installation of a nature playground at Hickory Knolls Discovery Center. The playground will be used by both preschools at HKDC and the public. Mr. Thomson asked where it would be installed, and Ms. Rudow responded that it will be located on the north side of the building. Mr. Carne asked what was budgeted for the purchase, to which Ms. Rudow responded \$150,000.

Ms. McCarthy moved Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the purchase of KOMPAN equipment that was specified and located through the OMNIA Partners contract #2017001135 for \$145,640.47. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

#### Change Order #1 for Pottawatomie Historic Pavilion Addition

Mr. Carne moved Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the change order to the contract with Manusos General Contracting for the credit of \$18,712.78 for reducing the rain chains and copper gutters from four to two. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

#### Change Order #3 for Primrose Farm Park

Ms. Rudow asked the Board to consider a change order to the contract with Hacienda Landscaping in the amount of \$45,000. Mr. Ward asked what happened to cause the change order. Ms. Rudow explained that because the land was always used for farming, there was not sufficient clay to create a solid enough surface upon which to lay the asphalt for the parking lot. This unforeseen expense accounts for the additional undercutting and materials for proposed parking lot construction.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the change order to the contract with Hacienda Landscaping in the amount of \$45,000. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

#### Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz reviewed the June usage report for the golf course. He began his report thanking Commissioner Peggy McCarthy for her suggestion to improve his report by adding a year-to-date column and Ms. Santos for formatting the spreadsheet to present the information. Mr. Skubisz reiterated his statement from last month that his monthly reports no longer include 2020 statistics. June weekday rounds were down from

the five-year average, but he believes this is because golfer have realized the value of the punch card. Course usage rate was 64%, which meets Mr. Skubisz goal for usage. Rental riding carts are still higher than the five-year average. Junior pass sales are down this year, the reasons for which Mr. Skubisz cannot account. Overall, total revenue for June was second only to 2023 in the history of the golf course, even with some categories of rounds played lagged in June.

#### Requests for Use

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the request for use of River Bend Community Park on Sunday, August 17, 2025 to host their annual service and picnic event. A voice vote was taken, and unanimous aye votes were cast. The motion carried.

#### Special Reports

##### Fox Valley Recreation Association

Mr. Thomson said that the FVSRA Board did not meet this month. He reported that the FVSRA Day in the Park brought 1200 campers from seven member park districts to Pottawatomie Park and it was a great day.

##### St. Charles History Museum

Ms. McCarthy attended the meeting in July. She shared that there will be the annual fundraiser December 14<sup>th</sup> and a cemetery walk in October.

##### St. Charles Park Foundation

Mr. Ward said that the Foundation is still selling tickets to A Night on the Fox, which is the Foundation's big fundraiser for the year. Pistons for the Parks is on September 6.

##### St. Charles Arts Council

Ms. Cabel shared that the Arts Council's Paint our Town in a Banner Way is showing in Mt. St. Mary Park and that three of the District's programs participated by painting a banner. Plein Air-St. Charles is coming up August 18-24. Fifty artists will participate and the grand reveal party will be held at Baker Community Center on August 23. She also stated to let her know if any board member is interested in attending the grand reveal party.

##### St. Charles Business Alliance

Ms. Cabel said the Business Alliance has two ongoing summer events: STC Live on Friday nights and Wine Down Wednesdays. They are preparing for the Jazz Weekend September 6-7.

##### St. Charles Housing Commission

No report.

##### St. Charles River Corridor Foundation

Ms. McCarthy said the RCF is planning for next year's lecture series. They are also planning for the river clean up in September and daffodil and bluebell planting in Mt. St. Mary Park in October. They are also still discussing the possibility of a floating dock, or ecopark.

##### Baker Community Center

No report.

**Director's Report**

Ms. Cabel said that the City's Joint Review Committee will meet next week to approve the amendment to extend the Downtown TIF. She asked the Commissioners if October 1 would work for them to attend the annual Capital Workshop, followed by the dedication of Pam's Prairie in Hickory Knolls Natural Area. She reminded the Board of several upcoming events for the public and staff: 1) The Summer Sizzler Social tomorrow night, July 23, at Fox Chase Park; 2) Employee Recognition Picnic on July 31 at Riverbend Community Park; and 3) Retirement party for Denise Gillete-Parchert on August 19<sup>th</sup>. She said a resolution honoring Ms. Gillete-Parchert will be on the next board meeting agenda. She also thanked the staff for their efforts in making last week's Sculpture in the Art reception a wonderful event for the artists and patrons.

**Commissioner Comments**

**Bob Carne:** Mr. Carne said that he was at Otter Cove Aquatic Park on July 3 and that the staff were amazing as he observed them dealing with some challenges. He asked the staff to consider better maintenance and tools to prevent damage to asphalt since repairs are such a large portion of annual capital expenses. He suggested that staff attend workshops to learn more about asphalt maintenance. He mentioned that Streamwood recently received funding for a bridge over Route 59 and that staff might want to reach out to them to find out how they got it. He said he has heard from residents disappointed in the cancellations of the Concerts in the Park due to inclement weather. He shared that the Kevin White Foundation would like to fund improvements at East Side Sports Complex.

**Jim Cooke:** Mr. Cooke said the Sportsplex is so clean and well run. Ms. Cabel added she is happy to see so much activity here in the middle of the summer.

**Peggy McCarthy:** Ms. McCarthy said one of the highlights of her summer is the Sculpture in the Park artist reception and said the staff did a great job.

**Craig Newman:** Mr. Newman said that he hopes to make it to the Summer Sizzler tomorrow night.

**Bob Thomson:** Mr. Thomson said he thought the fireworks display was great and agreed that the SITP artist reception was well done. He mentioned that Highland Park tried to break the world record for the biggest pickleball lesson and that they are opening a facility with 18 courts.

**Steve Ward:** Mr. Ward congratulated Ms. Rudow on the completion of Fox Chase Park, adding he is hearing rave reviews about the new amenities. He also thanked Mr. Skubisz for his recent assistance at the golf course.

**Executive Session**

Mr. Cooke moved and Mr. Ward 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 2(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; and Section 2(c)(1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. A roll call vote was taken.

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Aye: Carne, Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

At 7:54 p.m., the Board temporarily adjourned to proceed to the Executive Session.

*Melissa Caine and Erika Young left the meeting at 7:54 p.m.*

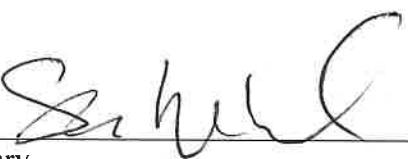
*Jeff Essig, Mike Kies, Jenny Santos and Ron Skubisz left the executive session at 8:13 p.m.*

The Board came out of the Executive Session at 8:30 p.m.

**Adjournment of Meeting**

Mr. Goettel moved and Mr. Cooke 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 8:30 p.m.

  
Secretary

Date Approved: August 12, 2025