



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

August 26, 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 August 26, 2025. At 6:30 p.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, 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:

Guests present: Steve Leffler

Consent Agenda

Mr. Cooke 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 of Regular Meeting on August 12, 2025
- Approval of Bills as of July 31, 2025

Account	Amount
CORPORATE FUND	\$ 250,758.46
RECREATION FUND	\$ 162,084.77
LIABILITY INSURANCE	\$ 2,882.03
SPECIAL RECREATION	\$ 1,370.60
REVENUE FACILITIES	\$ 122,594.69
NORRIS REC CENTER	\$ 11,483.97
SPORTSPLEX	\$ 7,166.59
CAPITAL	\$ 433,303.85
Total	\$ 991,644.96

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

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

Public Appearances

Resident Steve Leffler addressed the Commissioners with his suggestion that the District build a sidewalk on the property heading from Prairie Street south to Mt. St. Mary Park parallel to the entrance to the park.

Administration and Finance**Internet Service Agreement**

Information Technology Manager Jeff Essig requested the Board approve a contract with MetroNet to provide fiber internet service for Sportsplex as it is much less expensive than Comcast. Mr. Thomson asked if the District uses MetroNet in other locations and Mr. Essig said no, it is advantageous to use two separate providers in case of an outage.

Ms. McCarthy moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve a three-year agreement with MetroNet for fiber internet service at Sportsplex for a total of \$12,600. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Board Policy 4010: Procurement Update

Superintendent of Finance & Administration Ashlee Wallace said 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.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the updates to Board Policy 4010: Procurement as presented. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

Auditing Services

Ms. Wallace asked the Commissioners to approve a three-year contract with Lauterbach & Amen, LLP, for auditing services. She compared the cost to other Districts and feels the cost is reasonable for the size of the District.

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve a three-year agreement for auditing service with Lauterbach & Amen, LLP for \$22,900, \$23,300 and \$23,700 for the fiscal years 2025 through 2027 audits. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

Steve Leffler left the meeting at 6:54 p.m.

Recreation**Monthly Usage Report**

Mr. Kies reviewed the July usage reports for Swanson Pool, Otter Cove Aquatic Park, River View Miniature Golf (RVMG) and Paddlewheel Riverboats. Mr. Kies believes the decrease in usage of RVMG and the Riverboats when compared to July 2024 is due to the extreme heat and humidity, as well as multiple rainy days. Mr. Newman suggested that he collect day-to-day data on the

facilities as well as look at national trends on weather to understand the impact clearer. Mr. Ward asked why the last Riverboat cruise is 3:30 p.m. Mr. Kies responded that the evenings are reserved for specialty cruises and private charters. Whereas the heat and humidity negatively affected RVMG and Riverboat usage in July, the aquatic facilities saw an increase in sales because of the weather. Pass sales were down in 2025, but resident daily admissions were up. Mr. Kies reported Otter Cove received a five-star audit and Otter Cove is closing the season with enough staff to keep the entire facility open. He also thanked the parks department for their expertise in maintaining both aquatic facilities.

Parks, Planning, and Facilities

License Agreement with Forest Preserve District of Kane County

Superintendent of Parks & Planning Laura Rudow asked the board 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. Mr. Thomson inquired if Campton United is the only group that uses the fields, which Ms. Rudow confirmed, adding that they pay for maintenance of the fields.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the license agreement with Forest Preserve District of Kane County for a term of five years. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Pottawatomie Community Center Restroom Renovation Bid Opening

Ms. Rudow said that 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. Kandu Construction, Inc., Skokie, IL was the lowest responsible bidder of eight bids received for \$947,000. Mr. Ward asked if this cost is reasonable given the architect's projected cost was \$670,000. Ms. Rudow responded that all the bids received were within one hundred thousand dollars, which indicates the \$947,000 is a good snapshot of the market. Mr. Ward also wondered if Ms. Rudow had any concerns contracting with Kandu given the letters the Board received from a local labor union advising that Kandu had a violation in the past. Ms. Rudow said she thoroughly vetted the company and the violation referenced occurred three years ago does not eliminate the contractor from being deemed the lowest responsible bidder.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the contract with Kandu Construction, Inc. for \$947,000. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

Primrose Farm Fencing Bid Opening

Ms. Rudow said that per the 2025 Capital Plan, bids were solicited to replace fencing at Primrose Farm and opened on August 20, 2025. She asked the Board to consider the contract with Fence Connection, Inc., Elgin, IL for \$135,324 for the base bid plus Alternate #1, as they were the lowest bidder. She said that Alternate #1 is the cost of Phase II of the project that is budgeted for completion in 2026. She recommends completing Phase I and II of the project this year as mobilizing the project twice will cost more.

Mr. Ward moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the contract with Fence Connection, Inc. for \$135,324 for the base bid

plus Alternate #1. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

Change Order #4 for Primrose Farm Park

Ms. Rudow asked the Board to approve 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 a small portion of the parking lot at Primrose Farm Park that failed the proof roll multiple times.

Ms. McCarthy moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the change order to the contract with Hacienda Landscaping in the amount of \$12,591.06 to. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

Change Order #3 for East Side Sports Complex Concession & Restroom Building

Ms. Rudow said the original plans for the concession building did not include air conditioning. After researching companies to install it, the cost for the contractor on the project to install the unit in the concession building now will be less than installing when the building is completed.

Ms. McCarthy moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the change order to the contract with contract with Lite Construction in the amount of \$16,365 for the purpose of adding air conditioning to the concession portion of the building. A roll call vote was taken. Aye: 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 July usage report for the golf course. July's total rounds played were slightly less than the five-year average. Weekday and weekend rounds were down compared to the five-year average, which reflects the value of the punch card, which had strong sales all season. Riding cart usage is well above the five-year average. Mr. Skubisz believes that if the course usage continues to hover around the five-year average, the course will be in a good position.

Special Reports

Fox Valley Recreation Association

Mr. Thomson said that the FVSRA Board met for the first time since May. The FVSR Foundation received \$117,000 from seven different grants to fund summer camps, which served 105 campers. 25% of the campers were from St. Charles. FVSRA thanked the District for the use of pools and Pottawatomie Park for A Day in the Park. The Foundation is buying a bus for FVSRA. The Board discussed the member contribution for 2026 and Alex Engel, Executive Director, will attend our next meeting to present the member contribution. The Board also passed an update to their procurement policy.

St. Charles History Museum

Ms. McCarthy reported that the History Museum Board will have a new president and vice president, effective January 1, 2026. They are preparing for the Holiday Gala and redoing the landscaping outside the museum. They plan to add a statute of "Bet-a-million" John Gates.

St. Charles Park Foundation

Mr. Ward reported that the Foundation attended a joint meeting of the foundations of the Batavia Park District, Geneva Park District and the Forest Preserve District of Kane County. They exchanged ideas on fundraising and sustainability options.

St. Charles Arts Council

Ms. Cabel said the Plein Air event in St. Charles was very successful, drawing 60 artists from across the country. The Reveal Party on Saturday evening drew 200 people to Baker Community Center to view the artwork painted outdoors this past week, culminating in over \$30,000 in art sales. The next event is Art of the Dessert in November.

St. Charles Business Alliance

Ms. Cabel said the Business Alliance is preparing for Jazz Weekend September 11-14, which is also the weekend of the District's Sip N Stroll in Mt. St. Mary Park.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Ms. McCarthy reported the River Clean Up will be in September and daffodil planting in October. John Rabchuk will present the idea of a floating dock to the District's Board soon.

Baker Community Center

No report.

Director's Report

Ms. Cabel informed the Commissioners that they can expect a presentation on the research staff has done on projects/amenities such as pickle glass, coiled rinks and flow rider and asked them to let her know if there are other projects they would like to see presented at the Capital Workshop. The City has created a senior services focus group on which Lynne Yuill, Adult Activity Center Supervisor, will sit. The Chamber of Commerce will host a City Update in September to which they have invited the District to do a brief recap of the completed, current and upcoming projects. Ms. Cabel advised that she will be on vacation on Thursday and Friday next week and Ms. Rudow will be in charge.

Commissioner Comments

Jim Cooke: No comment.

Karrsten Goettel: Mr. Goettel agreed with Mr. Leffler, the resident who presented his idea for a sidewalk/crosswalk on Prairie Street earlier in the meeting, that there isn't a good place to cross Prairie Street into Mt. St. Mary Park. However, he doesn't believe that a crosswalk in the proposed location would be safe.

Ms. McCarthy: Ms. McCarthy commented on the beauty of the flower gardens at Pottawatomie Golf Course.

Craig Newman: Mr. Newman shared that his wife and daughter enjoyed the amenities at Otter Cove. His wife spoke with a few patrons who found it difficult to find the hours of the facility on

the District's website. Mr. Kies replied that the staff have already discussed ideas to improve it for the next season.


Bob Thomson: Mr. Thomson thanked Ms. Young for the nice article about the 50th anniversary of some of the District's parks that was in a local magazine. He asked if there is history for each park and Ms. Cabel said that staff are currently working on researching and writing history for every park in the District. Mr. Thomson said he attended Denise Gillett-Parchert's retirement party last week and was pleased to see so many attendees. He asked if anyone from the District attended the webinar about ebikes hosted by Ride Illinois and Ms. Rudow replied that yes, two staff had.

Steve Ward: Mr. Ward asked Mr. Skubisz what STC East and North high school players pay for golf when they are the home course for a match. Mr. Skubisz said \$16, which is \$1 less than the regular green fee. Ms. Rudow added this is included in the IGA with D303.

Adjournment of Meeting

Ms. McCarthy moved and Mr. Cooke seconded that the meeting adjourn. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

President Thomson adjourned the meeting at 7:48 p.m.



Secretary

Date Approved: September 9, 2025