



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

8 North Avenue, St. Charles, IL

October 14, 2025 – 6:30 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Consent Agenda*

- A. Approval of Minutes from Meeting on September 23, 2025
- B. Approval of Minutes from Special Meeting: Capital Workshop on October 1, 2025

IV. Public Appearances

Staff will introduce Mizra Portillo, the new Superintendent of Pottawatomie Golf Course.

V. Business Items

1. Administration and Finance

a. Tax Levy

Staff will propose a 2025 tax levy amount that is less than a 5% increase over the prior year levy; therefore, the District does not need to conduct a “Truth in Taxation” public hearing. The formal Tax Levy Ordinance based on these assumptions will be presented at a November Board meeting for formal approval.

b. Fox Valley Special Recreation Association (FVSRA) Contribution

FVSRA proposes a 16% increase from \$2,659,902 to \$3,085,486 in Member Agency Contributions, of which the St. Charles Park District’s portion is \$545,875. Board action is requested.

c. 2026 Full Time Salary Classification System

Staff will review changes to the 2026 Full Time Salary Classification System that resulted from the 2025 Compensation Study results.

2. Recreation

d. Norris Recreation Center Equipment Lease Agreement

Per the 2025 Budget, fitness equipment was specified and located through Sourcewell, contract #081120-LFF, to be leased for \$1915.52 per month for a period of 36 months. Board action is requested.

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

3. Parks, Planning, and Facilities

e. Otter Cove Splash Park Change Order #3

The Board is asked to consider a change order in the amount of \$10,440.84 to the existing contract with Schaeffges Brothers, Inc. for the purpose of: 1) repairing a broken water line that was exposed during excavation and 2) the additional fencing and gate required by the Illinois Department of Health. Board action is requested.

f. Change Order #2 for Fox Chase Park

The Board is asked to consider a change order to the contract with Hacienda Landscaping in the amount of \$6,500 for an As-Built survey. Board action is requested.

g. Change Order #4 for East Side Sports Complex Restroom and Concession Building

The Board is asked to consider a change order to the contract with Lite Construction in the amount of \$2,589 for additional concrete work. Board action is requested.

VI. Correspondence

VII. Director's Report

VIII. Commissioner Comments

Bob Carne
Jim Cooke
Karrsten Goettel
Peggy McCarthy
Craig Newman
Bob Thomson
Steve Ward

IX. Adjournment of Meeting