



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

October 14, 2025 – 6:30P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on October 14, 2025. At 6:34 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 Finance & Administration Ashlee Wallace, Superintendent of Recreation Mike Kies, Information Technology Manager Jeff Essig, Pottawatomie Golf Course Manager & PGA Golf Pro and Administrative Assistant Jenny Santos

Other staff present: Superintendent of Pottawatomie Golf Course Mizra Portillo

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

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

Public Appearances

Pottawatomie Golf Course Manager Ron Skubisz introduce Mizra Portillo, who started his new position as the Superintendent of the golf course August 21. Mizra is a graduate of Joliet Junior College with a degree in applied science focused on environmental and horticulture science. He has six years' experience working at both Pheasant Run and Pottawatomie golf courses. Mizra thanked the Commissioners for this opportunity, and the Commissioners welcomed him, wishing him good luck and challenged him to solve the problem of geese on the course.

Mizra Portillo left the meeting at 6:40 p.m.

Administration and Finance

Tax Levy

Superintendent of Finance & Administration Ashlee Wallace presented the history of the District's levies and how park districts determine their tax levies according to state law. Because the proposed tax levy amount is less than a 5% increase over the 2024 extended levy, a "Truth in

Taxation” public hearing requirement does not apply. The Commissioners accepted these assumptions and will approve the tax levy at an upcoming meeting.

Fox Valley Special Recreation Association (FVSRA) Contribution

Director Holly Cabel said the 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.

Ms. McCarthy moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the FVSRA contribution of \$545,875. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

2026 Full Time Salary Classification System

Ms. Wallace shared a revised salary schedule to be implemented in 2026 for full-time employees, based on the results of the recent compensation study completed in conjunction with HR Source. Based on this study, minimum salaries for the ranges were raised by 2.8%. The spread between the minimum and maximum salaries within each range remained at 55% and the variance between grades remained the same. Ms. Wallace also briefly reviewed the part-time/seasonal wages. The new salary system will be approved as part of the 2026 Budget.

Recreation

Norris Recreation Center Equipment Lease Agreement

Superintendent of Recreation Mike Kies asked the board to consider a lease for fitness equipment for Norris Recreation Center. Per the 2025 Budget, ten treadmills were specified and located through Sourcewell, contract #081120-LFF, to be leased for \$1915.52 per month for a period of 36 months.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve the lease with Life Fitness/Hammer Strength for \$1915.52 per month for a period of 36 months. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

Parks, Planning, and Facilities

Otter Cove Splash Park Change Order #3, Change Order #2 for Fox Chase Park and Change Order #4 for East Side Sports Complex Restroom and Concession Building

Jim Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the following change orders *en gros*:

- Change order #3 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.
- Change order #2 to the contract with Hacienda Landscaping in the amount of \$6,500 for an As-Built survey.
- Change order #4 to the contract with Lite Construction in the amount of \$2,589 for additional concrete work.

Mr. Carne expressed concern that the District seems to hire Hacienda Landscaping who then require change orders. Ms. Cabel said that contracts are awarded through the bid process. She could do an analysis of contracts with Hacienda Landscaping and its change orders to see if that exceeds the cost of the next lowest bidder. She also said that the District hasn't had issues with the company's work.

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

Correspondence

None

Director's Report

Ms. Cabel shared that the District will participate in a resource event hosted by the City of St. Charles on November 6. She invited Commissioners to attend. Ms. Cabel thanked Mr. Kies for joining her at last week's City Update hosted by the Chamber of Commerce, during which the District was presented Community Development Awards for the Hickory Knolls Discovery Center renovation project and the Primrose Farm Education Center. The History Museum's fundraising gala will be December 12th at Dunham Woods Riding Club. Staff will be attending the IAPD Legal Symposium on November 6 and invited Commissioners. The new Chief of Police, Dan Likens, will be introduced at the next District meeting on October 28. She inquired if the Commissioners would like Derek Conley of the City of St. Charles to present the Police Station Feasibility Study at an upcoming Board meeting, to which the Commissioners said yes.

Commissioner Comments

Bob Carne: Mr. Carne praised the parks department staff for the cleanliness of the parks involved in the Scarecrow Weekend and how quickly they cleaned up after the weekend. He reiterated his desire to see a pickleball vending machine within the District and suggested Norris Recreation Center.

Jim Cooke: Mr. Cooke commented that the Capital Workshop was very good. However, he said there were four projects that were discussed that he would now like to see put aside as they seem infeasible. He does not want staff time to be spent on researching these projects and doesn't want them brought up again unless there are significant improvements in technology or cost for the projects. After the other Commissioners made their comments, Mr. Cooke said he heard on the radio that Downers Grove had converted all but two of its tennis courts to pickleball courts and hoped that our District would not go that same route. He also asked Ms. Cabel if she knows what the City's expectation for the District's role will be in redeveloping the police station property. Ms. Cabel said she believes there is opportunity there to share ideas of how it may be used as a public space versus only looking at commercial development.

Karrsten Goettel: Mr. Goettel shared that he heard from other Chamber of Commerce members that the City Update last week went well and he thanked the staff for participating.

Peggy McCarthy: Ms. McCarthy liked the format of the Capital Workshop and hearing about what other park districts are up to. She asked what the marketing was for the Light Up the Sky event because so many people attended. She appreciated the email regarding nighttime security. She said the Scarecrow Fest was great and the parks looked beautiful.

Craig Newman: Mr. Newman said his daughter loved the kite event and asked about who hires the performers for the Scarecrow Weekend. Ms. Cabel explained that the event is organized by the Business Alliance and we coordinate with them to use Pottawatomie Park and Lincoln Park.

Bob Thomson: Mr. Thomson reiterated how great the Scarecrow Weekend was and how it couldn't have happened without the parks!

Steve Ward: Mr. Ward commented that there is a desire to build a band shell like the one that is South Elgin, with a proper stage and sound system.

Adjournment of Meeting

Mr. Carne moved and Mr. Newman 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 7:28 p.m.



Secretary

Date Approved: October 28, 2025