



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

September 23, 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 September 23, 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 Parks & Planning Laura Rudow, Superintendent of Finance & Administration Ashlee Wallace, Superintendent of Recreation Mike Kies, Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present:

Guests present:

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 26, 2025
- Approval of Bills as of August 31, 2025

Account	Amount
CORPORATE FUND	\$ 473,244.05
RECREATION FUND	\$ 161,991.17
LIABILITY INSURANCE	\$ 3,657.48
SPECIAL RECREATION	\$ 297,593.23
DEBT SERVICE FUND	\$ 250.00
REVENUE FACILITIES	\$ 203,598.91
NORRIS REC CENTER	\$ 16,376.31
SPORTSPLEX	\$ 33,671.27
CAPITAL	\$ 1,090,344.44
Total	\$ 2,280,726.86

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

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

Public Appearances

None

Administration and Finance**Proposed Rate Increases for FY2026**

Superintendent of Finance & Administration Ashlee Wallace reviewed the proposed rate and fee increases for facilities, memberships and rentals. The increases that are proposed reflect adjusting non-resident fees to be in line with the fee policy. Mr. Carne asked what the minimum wage will be next year and Ms. Cabel responded that there will be no increase, it is \$15 an hour.

Mr. Carne moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the rate and fee increases for fiscal year 2026 as presented. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Ordinance 2025-09-01 Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Ordinance 2025-09-01 authorizes the disposal of personal property owned by the St. Charles Park District. Items being disposed of include mowers and other equipment used on the golf course.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the Ordinance 2025-09-01 Authorizing Disposal of Personal Property Owned by the St. Charles Park District. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Recreation**Monthly Usage Report**

Mr. Kies reviewed the August usage reports for Swanson Pool, Otter Cove Aquatic Park, River View Miniature Golf (RVMG) and Paddlewheel Riverboats. Mr. Kies highlighted that the Paddlewheel Riverboats had an increase in private charters over August 2024 and there were 650 people who attended the special events on the riverboats. He shared that Otter Cove Aquatic Park attendance was up 11% this year and it was fully staffed Labor Day weekend, which meant all of the amenities were open for guests to enjoy. Mr. Kies was proud to announce that both aquatic facilities received a five-star audit in August from StarGuard. Mr. Carne asked what the maximum capacity for Otter Cove is for the season, to which Mr. Kies said he would need to calculate that answer. Mr. Ward noticed there was a definite uptick in Splash Park attendance. Staff attributed to the new splash park amenities and increased days this was available in compared to last year.

Parks, Planning, and Facilities**The Springs Land Donation and Developer Donation Agreement**

Superintendent of Parks & Planning Laura Rudow asked the board to consider accepting a land donation of 1.63 acres to the Park District through the City of St. Charles Land Cash Ordinance from Continental 629 Fund, LLC. on Smith Road for the purpose of developing a public park. She shared an exhibit of the development and where the park would be located. She also shared that the developer added a trail outside of the fenced development that will connect the park to the Charlemagne/Kingswood subdivision.

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners accept the donation of land and approve the developer donation agreement as presented. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

Bike Path Easement Kirk Road to East Side Sports Complex

Ms. Rudow asked the Board to consider the relocation of the bike path that provides pedestrian access to East Side Sports Complex from Kirk Road as a result of the Bullock Campus development occurring west of the sports complex. A new asphalt path will be constructed to the north of the proposed extension of Division Street to the east at the developer's expense. Ms. McCarthy was impressed by Ms. Rudow's tenacity in ensuring that Regole's intent of donating the land to the Park District more than twenty years ago was honored.

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the bike path easement as presented. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Monthly Usage Report

Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz reviewed the August usage report for the golf course. August was a solid month for golf participation as well as financially. For the season, the golf course usage is at the five-year average mainly due to the increase in punch card usage and senior Monday rounds. Golf cart rentals are at an all-time high. Mr. Skubisz added that he has been receiving many compliments about the condition of the course, praising the job of Mizra Portillo, who started August 20 as the new Superintendent.

Requests for Use

Mr. Carne moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the following requests for use:

- 1) Friends of Amy Johnson request to use Pottawatomie Park for the purpose of hosting a private fundraiser for undersheriff Amy Johnson on Wednesday, September 24, 2025; and
- 2) Conservation Foundation requests to use Hickory Knolls Natural Area pavilion for the purpose of hosting a scavenger hunt to connect members of Belong Fox Valley to the outdoors on Wednesday, October 15, 2025.

A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Special Reports

Fox Valley Recreation Association

Mr. Thomson said that the FVSRA won the IAPD Best of the Best Partnership Award for its collaboration with Aurora University. The IMRF audit was completed last week. The inclusion coordinator presented an overview of the 2025 summer camp season: St. Charles had 51 participants, 10 more than last year; the teen camp required the most support hours of any other partner agency; support needs included inclusion, therapeutic and clinical services. The FVSRA board approved the member agency contribution.

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St. Charles History Museum

Ms. McCarthy reported that the History Museum will host a Cemetery Walk in October. The museum also renovated the plaza in front of the building and put in a butterfly garden. The museum's fundraising gala December 13.

St. Charles Park Foundation

Ms. Cabel shared that the Foundation's latest event, Pistons in the Park, occurred September 6. The Foundation is discussing which larger project it would like to fund and is still raising funds for the water wall sculpture for Mt. St. Mary Park.

St. Charles Arts Council

Ms. Cabel said the Arts Council is actively searching for a new director. The next event is Art of the Dessert on November 24th at Graceful Ordinary. There is a new exhibition at the Council's gallery, The ARC, called Rhythmic Vibes.

St. Charles Business Alliance

Ms. Cabel said the Business Alliance is preparing for Scarecrow Weekend. The Jazz Weekend was successful with 40 performers around town.

St. Charles Housing Commission

No report.

St. Charles River Corridor Foundation

Ms. McCarthy reported the River Clean Up had a great turnout. October 18th is the daffodil planting event.

Baker Community Center

No report.

Director's Report

Ms. Cabel reminded the Commissioners that October 1 is the date for the Capital Workshop from 12-3pm at Hickory Knolls Discovery Center. The dedication of Pam's Prairie will immediately follow. The District will make a short presentation at the upcoming City Update that is be hosted by the Chamber of Commerce on October 8.

Commissioner Comments

Bob Carne: Mr. Carne shared that two residents thanked him for the improvements made at the tennis courts at Harvest Hills. Mr. Carne suggested that Jeff Essig (IT Manager) give a short presentation on how the District is using AI. He also suggested that staff host a birthday party expo, inviting local vendors to showcase their offerings. Mr. Carne believes that staff spend too much money on Amazon and need to shop locally. He suggested that a pathway be considered west of Peck Road along James O. Breen Community Park to allow access to the trail from Lake Charlotte. He would like to see big ticket items presented at the Capital Workshop. He said kudos to Mr. Kies for a great summer. Mr. Kies shared that the maximum capacity for Otter Cove is 135,000 visitors over the course of the summer (to answer his question posed earlier in the meeting).

Karrsten Goettel: No comment

Ms. McCarthy: Ms. McCarthy said the Sip N Stroll was a great event on a beautiful day.

Craig Newman: No comment

Bob Thomson: Mr. Thomson echoed Ms. McCarthy's praise for the Sip N Stroll and asked how many people attended to which Mr. Kies responded 115.

Steve Ward: Mr. Ward asked about the cyber-attack on Primrose Farm's website and said it seemed that it was resolved quickly.

Jim Cooke: No comment.

Executive Session

Ms. McCarthy moved and Mr. Cooke seconded that the meeting temporarily adjourn into a closed meeting for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2: (c)(21) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

At 7:18 p.m., the Board temporarily adjourned to proceed to the Executive Session.

The Board came out of the Executive Session at 7:21 p.m.

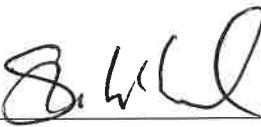
Other Business

Ms. McCarthy moved and Mr. Neuman seconded that the need for confidentiality of executive session minutes still exists. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

Adjournment of Meeting

Mr. Ward moved and Mr. Goettel 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 7:22 p.m.


Secretary

Date Approved: October 14, 2025