



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

November 11, 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 6:30 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, Craig Newman, Bob Thomson and Steve Ward

**Commissioners absent:** Karrsten Goettel and Peggy McCarthy

**Administrative staff present:** Director of Parks & Recreation Holly Cabel, Superintendent of Parks and Planning Laura Rudow, 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:** Turf Assistant Seth Groom, Assistant Superintendents Rosie Edwards and Katie Miller, Boat Captain Steve McClone, Paddlewheel Riverboat Manager Tera Harvey and Supervisors Cayla Greenfield and Tiffany Kohorst

Guests Present: City of St. Charles Director of Economic Development Derek Conley

### 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 Public Hearing #1 on October 28, 2025
- Approval of Minutes from Public Hearing #2 on October 28, 2025
- Approval of Minutes from Meeting on October 28, 2025

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

### Public Appearances

Superintendent of Parks and Planning Laura Rudow introduced Seth Groom, who is the new Turf Assistant. He has a degree from University of Iowa and worked previously at Fox Valley Park District in athletic field maintenance. The Commissioners welcomed Seth to the Park District.

*Seth Green left the meeting at 6:33 p.m.*

### Administration and Finance

#### Downtown Site Feasibility Study

Derek Conley, Director of Economic Development for the City of St. Charles, presented the results of the recent downtown site feasibility study conducted by Solomon Cordwell Buenz to analyze

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the site and develop potential development scenarios for the former police station property on First Avenue. Mr. Conley reviewed the existing site considerations, which include maintaining utility & well access; accommodating fire station traffic; parking needs; underground water, electrical and sanitary lines; maintaining existing retaining wall; need for seawall repair; riverfront and open space considerations; and demolition conditions. Mr. Conley then shared a series of development scenarios for consideration including adaptive reuse of the existing structure, programmed open space, entertainment/food & beverage business, townhome, hotel, mixed use and multifamily residential. Mr. Conley said the next step will be to engage the St. Charles community to find out what the residents want for the site. The community engagement process will begin in early 2026. The Board expressed their gratitude for the presentation and Ms. Cabel said she will continue to communicate with the City regarding the site.

*Derek Conley left the meeting at 7:00 p.m.*

#### Sculpture Purchase

Director Holly Cabel presented a picture of the sculpture Time Passes by David Zahn. This sculpture won the 2025 Committee Award and is currently on display in Mt. St. Mary Park. The purchase price is \$13,300, paid for by the St. Charles Park Foundation. Funds for this purchase came from the proceeds of the sale of a Seward Johnson sculpture earlier this year.

Mr. Carne moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the purchase of Time Passes by David Zahn. A roll call vote was taken. Aye: Carne, Cooke, Newman, Ward and Thomson. Nay: none. The motion carried.

#### Revised 2026 Rates & Fees

Superintendent of Finance & Administration Ms. Wallace shared a revised 2026 Rates & Fees schedule that was originally approved on September 23, 2025. There was only one change that reflected the increased cost for the memorial tree program, from \$600 to \$700 for a memorial tree.

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the Revised 2026 Rates & Fees schedule. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

#### Resolution on Credentials for Illinois Association of Park District's Annual Business Meeting

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the Resolution on Credentials for the IAPD Annual Business Meeting, appointing Karrsten Goettel and Peggy McCarthy as delegates. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

#### IAPD/IPRA Annual Conference Attendance

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the following employees to attend the 2026 IAPD/IPRA Soaring to New Heights Conference January 29-31, 2026 in Chicago: Holly Cabel, Melissa Caine, Dan Charak, Sue DellaFranco, Fred Ekberg, Rosie Edwards, Abigail Fleming, Carina Graham, Evelyn Grant, Cayla Greenfield, Kara Guizzetti-Reif, Alex Hartzell, Tera Harvey, Joe Hocking, TC Hull, Dave Johnson, Mike Kies, Tiffany Kohorst, Taylor Krawczyk, Jaz Lara, Ande Masoncup, Katie Miller, Jacqueline Mulligan, Andrew Nelson, Christina Nickel, Joe Paszkiet, Lara Piner, Dan Procaccio, Laura Rudow, Jenny Santos, Ashlee Wallace and Lynne Yuill. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

**Recreation****Seasonal Facility Annual Reports**

Superintendent of Recreation Mike Kies shared his pride in the aquatics staff, including the assistant superintendents and supervisors, who have built a great rapport with their seasonal employees and patrons. He introduced Cayla Greenfield and Tiffany Kohorst, managers of Swanson Pool and Otter Cove Aquatic Park respectively. They presented an overview of 2025 operations at each facility, including improvements made, attendance & usage, concession sales, programming, event highlights, and staffing. They also shared plans for 2026 and feedback from the community. Commissioner Newman asked how the statistic of 67% of seasonal employees hired at Swanson Pool were returning staff compared to previous years; the answer was much higher. Mr. Ward asked if it lowers our cost to train returning employees and Ms. Greenfield said it is the difference between 25 hours of training for new employees versus 8 hours for returning. Mr. Carne reiterated his suggestion that we focus on hiring older adults to be lifeguards so we can keep pools open longer. He also suggested pop-up events for young adults 18 and older and get ad sponsorship from local vendors. He also complimented the aquatics team for holding events that allow families to make memories. Mr. Newman asked the team if there was one opportunity for improvement and Ms. Miller responded that she would like to promote Sensory Swim more to extend its reach to eligible children. Mr. Ward asked if there is anything that patrons are asking for and Ms. Miller responded more seating (concrete and deck chairs) at Otter Cove Aquatic Park. Mr. Thomson asked if we have ever reached capacity, to which Ms. Kohorst explained that we have at Otter Cove Aquatic Park. The response was to send the waiting patrons to Swanson Pool.

*Rosie Edwards left the meeting at 7:34 p.m.*

Ms. Greenfield presented an overview of the 2025 River View Miniature Golf season. Total rounds were slightly less than 2024 as were concession sales. As with the aquatic facilities, the inclement weather this summer had an overall significant effect on usage and sales. Mr. Thomoson suggested a passport program with other local mini golf facilities

Manager Tera Harvey and Lead Captain Steve McClone presented an overview of the 2025 Paddlewheel Riverboat operations. Ridership was down from the previous two years because of inclement weather. They offered 17 special cruises and had 85 private charters. They focused on training deckhands toward earning their 100-ton master's license. U.S. Coast Guard Inspections went well and the Belle's 5-Year dry dock inspection is in December. Influencer collaboration expanded awareness of the riverboats via social media platforms. Improvements included rebuilding the south dock, repairing benches on the boats and installing new windows. Ms. Harvey & Captain Steve collaborated with the St. Charles History Museum to celebrate the riverboats' 80<sup>th</sup> year of operations. A scene from an independent movie was filmed aboard one of the boats, too! Mr. Thomson suggested that morning cruises with local coffee vendors would be fun. Mr. Ward would like to see another late afternoon cruise offered during the week, starting after 4:30 p.m. Mr. Carne suggested a spooky cruise for the evening in the fall that coordinates with the Ghoulish Golf. The Commissioners thanked Ms. Harvey and Captain Steve for their presentation.

*Katie Miller, Tera Harvey and Steve McClone left at 7:57 p.m.*

**Parks, Planning, and Facilities****2026 Capital Budget**

Superintendent of Parks & Planning Laura Rudow presented the 2026 Capital Budget. She explained that the tentative capital plan presented October 1<sup>st</sup> at the Capital Workshop needed some editing, both in terms of overall cost and workload. She then reviewed the changes staff made and provided explanations for those changes. Director Holly Cabel then revisited the community's desire for improved and expanded indoor space. She shared estimated cost comparisons between building new indoor space and renovating current locations. Ms. Cabel expressed that she would like to use budgeted consulting dollars to bring a concrete proposal to the Board that would include the cost of a referendum. Mr. Cooke strongly encouraged Ms. Cabel and the staff to bring a plan to the Board that incorporates what the staff believes would meet the needs of the community. The Commissioners encouraged the staff to continue to work with the City on developing the old police station site and to explore how this might work to accomplish both agencies' goals of improving community amenities.

**Nature Playground Purchase**

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the Kompan nature playground purchase contract #2017001135 with Omnia Partners for \$121,138.97. A roll call vote was taken. Aye: Carne, Cooke, Newman, Ward and Thomson. Nay: none. The motion carried.

**Sports Turf Management Conference Attendance**

Mr. Cooke moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve Fred Ekberg's attendance at the STMA Conference in Fort Worth, TX, January 19-22, 2026. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

**Correspondence | Director's Report**

Ms. Cabel shared copies of the latest St. Charles Chamber of Commerce magazine with the Commissioners. She also said she will write a letter with the City showing support for the River Corridor Foundation's EcoPark.

**Commissioner Comments**

**Bob Carne:** Mr. Carne praised the staff for the abundance of holiday special events. He also thinks the paving of the trail along Peck Road looks good.

**Jim Cooke:** None

**Craig Newman:** None

**Bob Thomson:** Mr. Thomson said he is continually impressed with the staff's creative events.

**Steve Ward:** Mr. Ward thought the staff gave great presentations this evening.

**Executive Session:**

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners temporarily adjourn the meeting to a closed meeting for the purpose of considering

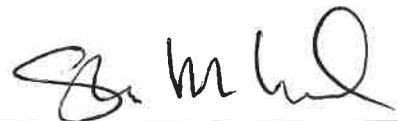
the following subject, per the Open Meetings Act, 5 ILCS 120/2(c)(5): the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. A voice vote was taken. Unanimous aye votes were cast and the motion carried. Mr. Thomson adjourned the meeting to go into executive session at 8:37 pm.

*Jim Cooke, Cayla Greenfield and Tiffany Kohorst left the meeting at 8:37 p.m.*

**Adjournment of Meeting**

Mr. Newman moved and Mr. Carne 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 8:48 p.m.



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Secretary

Date Approved: November 25, 2025