



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

January 13, 2026 – 6:30 P.M.

MINUTES

Call to Order

The St. Charles Park District Board met for a Regular Meeting at Pottawatomie Community Center on January 13, 2026. At 6:38 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, Craig Newman, Bob Thomson and Steve Ward

Commissioners absent: Peggy McCarthy

Administrative staff present: Director of Parks & Recreation Holly Cabel, Superintendent of Parks & Planning Laura Rudow, Superintendent of Finance & Administration Ashlee Wallace, Information Technology Manager Jeff Essig and Administrative Assistant Jenny Santos

Other staff present:

Guests present: Mayor Clint Hull, Drew Watson

Consent Agenda

Mr. Cooke moved and Mr. Carne 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 December 9, 2025
- Approval of Bills as of November 30, 2025

Account	Amount
CORPORATE FUND	\$ 268,833.33
RECREATION FUND	\$ 73,053.55
LIABILITY INSURANCE	\$ 2,266.78
SPECIAL RECREATION	\$ 34,170.97
DEBT SERVICE FUND	\$ 2,272,851.59
REVENUE FACILITIES	\$ 40,234.43
NORRIS REC CENTER	\$ 9,038.70
SPORTSPLEX	\$ 15,626.09
CAPITAL	\$ 879,820.46
Total	\$ 3,595,895.90

- Approval of Cash and Investment Report as of November 30, 2025
- Approval of Revenue Expense Reports as of November 30, 2025

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

Public Appearances

Drew Watson, Chair of the City of St. Charles's Senior Services Commission, spoke to the Commissioners about the reactivated Commission and its goals. Mr. Watson shared that he has spoken to many stakeholders in the community who agree that the Senior Services Commission is needed to address the needs of older adults. The Commission is coming together and will need to fill eight spots. Lynne Yuill, Supervisor of the Park District's Adult Activity Center, will be an ex-officio member and the AAC will be the hub of the Commission's activities.

Mayor Hull and Drew Watson left the meeting at 6:46 p.m.

Administration and Finance**2026 General Obligation Limited Tax Park Bonds (Rollover bonds) Presentation**

Superintendent of Finance and Administration Ashlee Wallace reviewed the process and preliminary financing model for the 2026 General Obligation Limited Tax Park Bonds. The bond sale is set for February 5, 2026.

Renewal of Membership in the Illinois Association of Park Districts

Director Holly Cabel asked the Commissioners to approve the renewal of the St. Charles Park District's membership in the Illinois Association of Park Districts (IAPD) for a fee of \$7,757.93. This is a budgeted expense. She also asked if the Commissioners wanted to keep the renewal on the agenda for future approvals. Mr. Ward asked if the membership is useful to the staff and Ms. Cabel said it is, especially for the legislative conferences and updates.

Mr. Carne moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the renewal of the District's membership in the Illinois Association of Park Districts (IAPD) for a fee of \$7,757.93. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Microsoft Office License Renewal

Information Technology Manager Jeff Essig requested that the Commissioners renew the licensing of Office 365 from CDW-G via the State of Illinois Master Agreement for \$95,918.43 for a three-year term. Mr. Newman asked if there are other software programs that are less expensive that would meet the needs of the District and Mr. Essig said that the software package includes Teams and SharePoint. Mr. Ward asked if the pricing was based on the number of licenses and Mr. Essig said yes, and there is flexibility to add and remove licenses as needed.

Mr. Ward moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners renew the licensing of Office 365 from CDW-G via the State of Illinois Master Agreement for \$95,918.43 for a three-year term. A roll call vote was taken. Aye: Carne, Cooke, Goettel, Newman, Ward and Thomson. Nay: none. The motion carried.

Enterprise Fleet Quotes

Ms. Wallace explained that per the 2026 Capital Plan, a Ford Transit 350 and a Ford F450 were specified and located through Sourcewell, contract #030122-EFM. The vehicles will be leased through Enterprise Fleet Management for an amount not to exceed \$1,500.00 and \$1,300.00 per month respectively for a period of 60 months. To clarify a question posed by Mr. Carne, Ms.

Wallace said these are 2 of the 8 vehicles that are part of this year's lease, which has already been approved, but the two vehicles exceed \$60,000 each, so Board approval is needed.

Mr. Carne moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve contract #030122-EFM for the lease of a Ford Transit 350 and a Ford F450 through Enterprise Fleet Management. A roll call vote was taken. Aye: Carne, Cooke, Goettel, Newman, Ward and Thomson. Nay: none. The motion carried.

Recreation

No business.

Parks, Planning, and Facilities

Requests for Use

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

1) **St. Charles Pride**

City of St. Charles Equity and Inclusion Committee has formally requested the use of Mt. St. Mary Park for the purpose of hosting their St. Charles Pride event on Sunday, June 7, 2026.

2) **St. Charles Democrats Picnic**

St. Charles Democrats have formally requested the use of Ferson Creek Park for the purpose of hosting their St. Charles Democrat Picnic on Sunday, June 28, 2026.

3) **KCDW Celebrates America – 250 Year Jubilee**

Kane County Democratic Women have formally requested the use of Pottawatomie Park for the purpose of hosting a picnic celebrating America's 250 Year event on Sunday, June 14, 2026.

4) **LAGC Picnic**

LAGC (Lohana Association Greater Chicago) requests the use of Pottawatomie Park for the purpose of hosting a picnic event on Saturday, June 13, 2026.

5) **Mrs. Illinois America Pageant**

Mrs. Illinois America has formally requested the use of Baker Community Center for the purpose of hosting their Mrs. Illinois America Pageant event on Saturday, June 20, 2026.

Mr. Carne asked if there are any reservations with any of these events and Ms. Rudow said no. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Director's Report

Ms. Cabel shared an article about the Teen Center that appeared in the Kane County Magazine. She shared there will be an All-Member meeting of the History Museum at the end of January. The IAPD/IPRA Business Meeting Is Saturday, January 31. Mr. Goettel cannot attend so Ms. Cabel will reach out to Peggy McCarthy to see if she can attend. Ms. Cabel asked the

Commissioners for their opinion about creating an intergovernmental agreement with the City that would allow for discounted usage rates for use of buildings/grounds similar to what we have with the School District. The Commissioners are not opposed to the idea. Ms. Cabel said she will be sending out an analytics report on the social media campaign to the Commissioners this week.

Commissioner Comments

Steve Ward: No comments.

Bob Thomson: Mr. Thomson shared that he had a good time chaperoning a FVSRA ski trip recently.

Craig Newman: Mr. Newman wished everyone a Happy New Year.

Karrsten Goettel: No comments.

Jim Cooke: No comments.

Bob Carne: Mr. Carne said he is glad that Mayor Hull is following through on his campaign promise regarding the Senior Services Commission.

Executive Session

Mr. Ward moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners adjourn to closed meeting for the purpose of considering the following subjects, per the Open Meetings Act, 5 ILCS 120: Section 2(c)(6) 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; and Section 2(c)(1) discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.


A roll call vote was taken. Aye: Carne, Cooke, Goettel, Newman, Ward and Thomson. Nay: none. The motion carried. At 7:07 p.m., Mr. Thomson moved the meeting into a closed session.

Jeff Essig, Laura Rudow, Jenny Santos and Ashlee Wallace left executive session at 7:27 p.m.

Adjournment of Meeting

Mr. Goettel 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 7:35 p.m.



Secretary

Date Approved: January 27, 2026