



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

December 9, 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 December 9, 2025. At 6:31 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, Bob Thomson and Steve Ward

Commissioners absent: Craig Newman

Administrative staff present: Director of Parks & Recreation Holly Cabel, Superintendent of Parks and Planning, Deputy Director Laura Rudow, Superintendent of Recreation Mike Kies, Superintendent of Finance & Administration Ashlee Wallace, Pottawatomie Golf Course Manager and PGA Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present: Recreation Supervisor & Safety Coordinator Lynne Yuill, Assistant Superintendent of Recreation Taylor Krawczyk and Human Resources Manager Christina Nickel

Guests present: St. Charles North High School Girls Varsity Swimmers: Rachel Deutmeyer, Gabby Egan, Hannah Maksimuk, Lulu Negro, Kate Farrell, Thea Bike, Maddy Manny and their parents, Coach Rob Rooney

Consent Agenda

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve the Consent Agenda items, including the following:

- Approval of Minutes from Meeting on November 25, 2025

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

Public Appearances

Director Holly Cabel welcomed Coach Rob Rooney and the St. Charles North Star Girls Varsity Swim & Dive Team. Coach Rooney introduced the swimmers and spoke of each athlete's accomplishments. He thanked the Board of Commissioners and staff for allowing the team to use the District's pools when North's pool was inoperable at the beginning of their season. Team Captain Kate Farrell spoke about how most of the team grew up in the District pools and how it's been an integral part of the team's success. She said that Coach Rooney has taught the team that when they are swimming, they aren't only swimming for themselves, but for their team, school and community and she and her teammates are very proud to represent the St. Charles community. President Thomson and Vice President McCarthy presented certificates to each of the swimmers and took pictures with the Commissioners.

The team, their parents and Coach Rooney left the meeting at 6:44 pm.

Administration and Finance**Resolution of Fund Balance Transfer**

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve Resolution 2025-12-01: Fund Balance Transfer. This resolution authorizes interfund transfers of \$3,300,000 from the General Corporate Fund and \$1,700,000 from the Recreation Fund to the Capital Fund for the fiscal year ending December 31, 2025. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

2025-12-01: FY2025 Amended Budget and Appropriation Ordinance

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2025-12-01: 2025 Amended Budget. The amendment adds \$30,000 to the Special Recreation Association Contractual Services, \$20,000 to Norris Recreation Center Wages and \$20,000 to Norris Recreation Center Contractual Services. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

2025-12-02: FY2026 Annual Budget and Appropriation Ordinance

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2025-12-02: FY2026 Combined Annual Budget and Appropriation Ordinance. A roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Safety Team Report

Human Resources Manager Christina Nickel and Safety Coordinator Lynne Yuill presented a review of the Safety Committee's initiatives and successes in 2025 and plans for 2026. Ms. Yuill shared the parks in which AED machines have been installed. Mr. Thomson asked if there have been issues with the AEDs being damaged, to which Ms. Yuill responded no. She also spoke of where the 4 safety buoys have been installed, the role of inspections in identifying safety hazards, active threat and facility preparedness and employee education. Ms. Nickel described the trainings 821 part-time and full-time employees must participate in, including CPR, AED & First Aid classes and Mandated Reporter classes, totaling 9,052 hours of training hours completed. She also spoke of the reduction in overall employee injuries, attributable to the training provided. Training topics in 2026 will be heat related illness prevention and animal handling care. Ms. Yuill also spoke about plans for 2026, including installing additional AED machines in parks, Phase 2 of the PDRMA Essentials of Risk Management Assessment and employee and supervisor training topics including adult mental health first aid and the employee's role in preventing injury. Mr. Carne said he likes the fact that we have AEDs in the parks and suggested training the public in how to use them, especially when one is placed at the pickleball courts. Ms. Yuill said that many associate organizations bring their own to the parks and that we offer CPR/First Aid classes to the public.

Christina Nickel, Lynne Yuill and Taylor Krawczyk left the meeting at 7:08 pm.

Safety Manual Update

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners adopt the revisions to the 2026 Safety Manual. Revisions were made to reflect PDRMA and OSHA recommendations and requirements regarding the following topics: accident

reporting; vehicle backing; PPEs; confined space; and trenching, chainsaw, forklift and lightning safety. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

General Use Ordinance Revision

Ms. McCarthy moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve the revisions to the General Use Ordinance as presented. Updates to the General Use Ordinance were made in the sections regarding both the scattering of remains on park property and the expectation of patron civility and mutual respect. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

2026 Board Meeting Calendar

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners adopt the 2026 Board Meeting Calendar. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

2026 District Calendar---Administrative Regulations

Mr. Cooke moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners adopt the 2026 District Calendar---Administrative Regulations. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Parks, Planning, and Facilities

Requests for Use

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

- 1) Amazing Race
Hardy Strong Foundation has formally requested the use of Mt. St. Mary Park for the purpose of hosting their annual scavenger hunt / race event Saturday, August 1, 2026.
- 2) Anderson Elementary Run Club 5K
Anderson Elementary has formally requested the use of Mt. St. Mary Park for the purpose of hosting their annual student 5k Saturday, May 16, 2026.
- 3) Banner Art in the Park
St. Charles Arts Council has formally requested the use of the fencing at Mt. St. Mary Park for the purpose of hanging artists' banners along the skate park and tennis court fencing mid-May through mid-September 2026.
- 4) Day in the Park
Fox Valley Special Recreation Association has formally requested the use of Pottawatomie Park for the purpose of hosting their annual Day in the Park Event on Wednesday, July 8, 2026.
- 5) Everybody Rides
Project Mobility has formally requested the use of James O. Breen Community Park for the purpose of hosting their annual bike race on Sunday, May 16, 2026.
- 6) Fierorama 2026
Northern Illinois Fiero Enthusiasts, Inc. has formally requested the use of the Swanson Pool parking lot for the purpose of hosting their annual Fierorama car display show on

Sunday, September 13, 2026.

- 7) Fox River Canoe & Kayak Race & Fall Classic Race
ShebBix Inc., Fox Valley Marathon Races has formally requested the use of Mt. St. Mary Park for the purpose of hosting their annual marathon on Saturday, September 19 and Sunday, September 20, 2026.
- 8) Fox Valley Marathon Races & CASA Kane County FV Kids Marathon
St. Charles Canoe Club has formally requested the use of Pottawatomie Park and Ferson Creek Park for the purpose of hosting their two annual Fox River Canoe & Kayak Races: spring race is held on Sunday, May 3, 2026 in Pottawatomie Park and the fall race is held on Sunday, September 27, 2026.
- 9) Here for Life
Suicide Prevention Services has formally requested the use of Pottawatomie Park for the purpose of hosting their annual Here for Live walk on Saturday, September 12, 2026.
- 10) Hickory Knolls Trail Run
Race Time has formally requested the use of Hickory Knolls Trails & the Hickory Knolls Discovery Center for the purpose of hosting a 5K & 10K trail run on Sunday, June 7, 2026.
- 11) Hops for Hope 5K
Project Mobility has formally requested the use of Mt. St. Mary Park for the purpose of hosting their annual 5K craft beer run on Saturday, September 26, 2026.
- 12) Lazarus House: 1st Annual Pet Walk
Lazarus House has formally requested the use of Mt. St. Mary Park for the purpose of hosting their 1st annual pet walk fundraiser to support Lazarus House, Sunday, June 14, 2026.
- 13) Mother's Day 5K
Chicago Race Management has formally requested the use of Mt. St. Mary Park for the purpose of hosting the Mother's Day 5k race on Saturday, May 9, 2026.
- 14) Random Acts Matter
Random Acts Matter has formally requested the use of Pottawatomie Park for the purpose of hosting Food & Music Fest event to benefit Random Acts Matter on Saturday, September 19, 2026.
- 15) Walk to End Alzheimer's
Alzheimer's Association has formally requested the use of Pottawatomie Park for the purpose of hosting their annual Walk to End Alzheimer's event on Saturday, September 26, 2026.
- 16) Walk MS
National MS Society has formally requested the use of Pottawatomie Park for the purpose of hosting their annual walk Saturday, May 2, 2026.

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

Director's Report

Ms. Cabel congratulated and thanked Karrsten Goettel for 20 years of service as a Commissioner. She presented him with awards from IAPD and the other Commissioners joined him for pictures.

Mr. Goettel said it's been a pleasure and an honor to serve alongside the other Commissioners and that he is very proud of the staff for maintaining the level of service to the community considering how much the District has grown in the past 20 years.

Ms. Cabel shared a copy of the District's holiday card which will be mailed within the week. She also reminded the Commissioners that the annual holiday lunch is this Friday at noon at PCC and she hopes everyone can attend. She wished the Board a Merry Christmas and Happy New Year.

Commissioner Comments

Bob Carne thanked the staff for their hard work cleaning up after the snowstorm over Thanksgiving weekend. He gave kudos to the marketing department for offering five free aquatic passes with the purchase of an early bird aquatic pass. He commented that he loves when we bring in the athletic teams to honor their successes.

Jim Cooke wished everyone a Merry Christmas and healthy and safe New Year.

Karrsten Goettel wished everyone a Merry Christmas and Happy New Year. He also thanked everyone for a great 20 years.

Peggy McCarthy would like a holiday card sent to her because she thinks the pictures are so beautiful. They represent for her how much she loves being on the Board. She wished everyone a Merry Christmas and Happy New Year.

Bob Thomson commented on how pretty the lighting coming down the hill into Pottawatomie Park is. He attended the State of the Schools presentation by Superintendent Gordon last week and shared that Dr. Gordon spoke of how the park district contributes to the success of the school district. He also has enjoyed seeing how crowded it has been at Langum Park since it snowed. Mr. Thomson also wished everyone a Merry Christmas and Happy New Year.


Steve Ward also wished everyone a Merry Christmas and Happy New Year.

Executive Session

Mr. Carne moved and Ms. McCarthy seconded that the meeting adjourn into a closed session for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2: Section 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 roll call vote was taken. Aye: Carne, Cooke, Goettel, McCarthy, Ward and Thomson. Nay: none. The motion carried and President Thomson moved the meeting into closed session at 7:23 pm.

Adjournment of Meeting

Ms. McCarthy moved and Mr. Ward seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and the motion carried. Mr. Thomson adjourned the meeting at 8:08 pm.



Secretary

Date Approved: January 13, 2026