



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

January 27, 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 27, 2026. At 6:34 p.m., President Bob Thomson called the meeting to order.

#### Roll Call

Administrative Assistant Jenny Santos called the roll.

**Commissioners present:** Jim Cooke, Karrsten Goettel, Peggy McCarthy, Craig Newman, Bob Thomson and Steve Ward

**Commissioners absent:** Bob Carne

**Administrative staff present:** Director of Parks & Recreation Holly Cabel, Superintendent of Parks & Planning Laura Rudow, Information Technology Manager Jeff Essig, Pottawatomie Golf Course Manager and PGA Golf Pro Ron Skubisz, Public Relations and Marketing Manager Erika Combs and Administrative Assistant Jenny Santos

**Other staff present:** Partnership and Sponsorship Supervisor Carina Graham, Pottawatomie Golf Course Assistant Manager Bill Ogiego and Superintendent Mizra Portillo

**Guests present:**

#### 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 of Regular Meeting on January 13, 2026
- Approval of Bills as of December 31, 2025

Account	Amount
CORPORATE FUND	\$ 327,015.94
RECREATION FUND	\$ 86,248.18
IMRF	\$ 84.99
LIABILITY INSURANCE	\$ 208,449.00
DEBT SERVICE FUND	\$ 2,595,742.76
REVENUE FACILITIES	\$ 25,903.62
NORRIS REC CENTER	\$ 22,312.47
SPORTSPLEX	\$ 8,470.35
CAPITAL	\$ 706,263.05
Total	\$ 3,980,490.36

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

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

Public Appearances

None

Administration and FinanceSponsorship and Partnership Annual Report

Sponsorship and Partnership Supervisor Carina Graham presented an overview of partnership revenue received as well as sponsorships developed in 2025. New in 2025 was that all food trucks that serve at District events and programs agreed to donate 10% of their profits to the District's financial aid program. St. Charles Closets was a major sponsor of Primrose Farm and the Riverboats in 2025. Although cash contributions to the Adult Activity Center have not risen above pre-Covid levels, in-kind donations, specifically food for AAC programs, have been valuable. The banner program continues to be a popular way for businesses to support the District.

*Carina Graham left the meeting at 6:37 pm.*

Pottawatomie Golf Course Annual Report

PGC Manager and PGA Golf Pro Ron Skubisz presented statistics that represented the course's 2025 season. Golf course usage was comparable to the five-year average across most measures. Mr. Skubisz asserted that the golf course continues to be well positioned in terms of cost of playing and the quality of the course. He is very proud of the customer service that the golf course team provides, citing that there were 35,000 rounds played, 20,000 phone calls answered and 12,000 credit card transactions made in 2025. He thanked Bill Ogiego who then presented information about social media plans, the upcoming introduction of a mobile check-in app and the part Golf Now plays in bringing golfers to the course. Golf Course Superintendent Mizra Portillo then spoke about the bunker project that began in 2025 and will continue into the 2026 season. Fourteen bunkers will be renovated and 7 will be removed. Other planned projects in 2026 include: nine orange front tees will be added to the course to allow for the choice of a less challenging course; several tees and fairways will be reshaped for a better golfer experience and to reduce the needs of chemicals to maintain the course; and addressing the geese problem using yellow roping, fake coyotes and lasers. Ms. McCarthy asked if removing the bunkers would affect the difficulty of the course and Mr. Ogiego said that the locations of the bunkers being removed are not significant to the course and provide maintenance challenges. Mr. Portillo added that some of the bunkers are more of a safety hazard than a challenge. Mr. Newman said he would be interested in seeing the cost benefit in terms of reduced chemical use and maintenance time after a year the project is complete. Mr. Ward asked if the course will need to be rerated once the bunker project and orange tee projects are done and Mr. Skubisz said that the course was rerated in 2025 and these projects were considered as part of that process.

*Bill Ogiego and Mizra Portillo left the meeting at 7:01 pm.*

Consultants & Professional Services List

Director Holly Cabel shared a list of consultants and professional services providers the Park District uses for Board review. Mr. Thomson asked how staff decide who is on the list and Ms. Cabel responded it is based on past positive experiences with the consultants/professional services. Mr. Ward asked if we the District can just use whichever provider we want and Ms. Cabel said that we can hire professionals as we need them, but if a job is above the threshold required through

Park Code, an RFP/RFQ will be distributed and public notice for submissions from professional service providers.

**Recreation**

No business.

**Parks, Planning, and Facilities**

**Comprehensive Master Plan, Strategic Plan and Capital Update**

Director Cabel reviewed the goals of the strategic plan that have been completed thus far and those the staff will be addressing in 2026. She shared the document that staff use to track progress made toward completing each goal. Superintendent of Parks & Planning Laura Rudow provided an update on the 2025 capital projects that are outlined in the Comprehensive Master Plan. She reviewed the projects that were either deferred to 2026 or began in 2025 and are still in progress. Five Islands Park project and its budgeted funds were deferred to 2026. She explained that the District had applied for a grant that it did not receive, so the originally budgeted funds will be used to make the parcel more useful as a small boat launch. Harvest Hills Park received an OSLAD grant in 2025 and construction will begin in the fall for completion in spring 2027. Prairieview Pointe Park is under construction and the disc golf course should be open in the spring after the prairie can be seeded properly.

**Equipment Purchase**

Ms. McCarthy moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the purchase of a 5075E Cab Utility Tractor, specified and located through Sourcewell, contract #082923-DAC, for a total of \$46,661.47 to be purchased through AHW, Hampshire, IL. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

**Equipment Purchase**

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve the purchase of a Reelmaster 3555-D fairway mower and accessories, specified and located through Sourcewell, contract #031121-TTC, for a total of \$64,165.05 after a trade-in valued at \$4,500, to be purchased through Reinders, Mundelein, IL. A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried.

**Requests for Use**

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

1. **Polar Plunge**

St. Charles Police Department for the use of Ferson Creek Park for the purpose of hosting their Polar Plunge event, benefiting Special Olympics, on Sunday, March 8, 2026;

2. **Mid-American Canoe and Kayak Race**

Fox Valley Park District for the use of Mt. St. Mary Park for the purpose of hosting

their annual canoe and kayak race on Saturday, June 6, 2026;

3. UOP Picnic

Honeywell / UOP for the use of Pottawatomie Park for the purpose of hosting their annual company picnic event on Friday, August 7, 2026; and

4. Plein Air Events

St. Charles Arts Council for the use of two parks for two Plein Air events for the purpose of hosting art events: Mt. St. Mary Park on August 18, 2026 and Pottawatomie Park on August 19, 2026.

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

Special Reports

Fox Valley Special Recreation Association

Mr. Thomson reviewed the FVSRA board meeting at which the new executive director of Oswegoland Park District was introduced as well as the new interns. The Legislative Forum will be held March 6 and 4 legislators have committed to attending.

St. Charles History Museum

Ms. McCarthy reported the museum raised over \$60,000 at its December gala. The all-member meeting will take place this Thursday evening at 7:00 pm at the library.

St. Charles Park Foundation

Mr. Ward said there has been progress on bench projects including two more dog benches, an aquatic themed bench outside of Swanson Pool, and a riverboat themed bench by the Riverboat Paddlewheel boat launch. The water wall sculpture for Mt. St. Mary Park will be ordered and installed in the fall. Mr. Ward encouraged the commissioners to attend the pickleball fundraiser on February 7 at Norris Recreation Center.

St. Charles Arts Council

Ms. Cabel reported that Arts Council's latest legacy show was a success with a great reception. The Student Art Show is the next show planned for the gallery with the reception on February 7<sup>th</sup> and there is a trivia night fundraiser at Pollyanna on February 6.

St. Charles Business Alliance

Ms. Cabel reported that February 2-6 is Restaurant Week. Mr. Thomson asked why there aren't any weekend days included. Ms. Cabel said she would ask SCBA.

St. Charles Housing Commission

Mr. Goettel said that the Commission is hoping to work on a single-family rehabilitation project and developing a rental assistance program using housing trust funds.

Baker Community Center

No report.

**Director's Report**

Ms. Cabel said that the staff would like to host the Volunteer Appreciation Dinner on Tuesday, March 10 at Baker Community Center, followed by the Board meeting. However, it came to her attention that 4 of the 7 Commissioners will not be able to attend the dinner and meeting, so the meeting will be canceled due to lack of quorum. She said she will work with staff to reschedule the dinner and Board meeting to March 24 at Baker Community Center. Board members agreed to attend the appreciation dinner for the presentation of Volunteer of the Year award at 6:00 pm. Ms. Cabel reminded the Commissioners that 25 staff will be attending the IAPD/IPRA conference in Chicago. Ms. McCarthy will represent the District at the annual business meeting on Saturday.

**Commissioner Comments**

**Jim Cooke:** No comments.

**Karrsten Goettel:** No comments.

**Peggy McCarthy:** Ms. McCarthy thanked Ms. Santos for her assistance with required online harassment prevention training.

**Craig Newman:** No comments.

**Bob Thomson:** Mr. Thomson shared that a neighbor asked him about indoor space for youth basketball program as he is running a program for kids who cannot afford the programs the District's associated organizations offer. Mr. Kies said he would like to reach out to the gentleman to explore options. Mr. Thomson is going to share a link to an upcoming webinar hosted by Ride Illinois that staff might be interested in attending.

**Steve Ward:** Mr. Ward shared that he saw a segment on the news about Finlay Park in Columbia, South Carolina that he thought the staff would be interested in. He also thanked Mr. Kies for the time he spent sharing his love of basketball with Mr. Ward's son and friends. He saw an immediate difference in their attitude and play in a subsequent game.

**Executive Session**

Mr. Goettel moved and Mr. Ward 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.

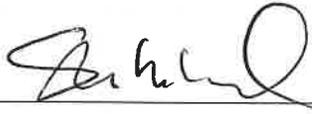
A roll call vote was taken. Aye: Cooke, Goettel, McCarthy, Newman, Ward and Thomson. Nay: none. The motion carried. At 7:33 p.m., Mr. Thomson moved the meeting into a closed session.

*Erika Combs left the meeting at 7:33 p.m.*

*Holly Cabel, Jeff Essig, Mike Kies, Laura Rudow, Jenny Santos and Ron Skubisz left executive session at 7:44 pm.*

Adjournment of Meeting

Having no further business, President Thomson adjourned the meeting at 7:55 p.m.



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Secretary

Date Approved: February 10, 2026