



## ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

February 10, 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 February 10, 2026. At 6:33 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, Peggy McCarthy, Bob Thomson and Steve Ward

**Commissioners absent:** Karrsten Goettel and Craig Newman

**Administrative staff present:** Director of Parks & Recreation Holly Cabel, Superintendent of Parks & Planning Laura Rudow, Superintendent of Recreation Mike Kies, Superintendent of Finance and Administration Ashlee Wallace and Administrative Assistant Jenny Santos

**Other staff present:** Assistant Superintendent of Athletics & Sportsplex Melissa Caine, Athletics Supervisor Andrew Nelson, Athletics Manager TC Hull and Sportsplex Supervisor Evelyn Grant

**Guests present:** Sarah Johnson of Speer Financial

#### 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 January 27, 2026

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

#### Public Appearances

None

#### Administration and Finance

##### Results of Rollover Bond Sale

Sarah Johnson of Speer Financial presented the results of the annual rollover bond sale. On February 5, 2026, five banks bid on \$2,869,850 General Obligation Limited Tax Park Bonds, Series 2026. The best bid received was from Time Bank, Park Ridge, IL at a net interest rate of 3.04%. After the sale, in order to fully utilize the District's debt service extension base, the par amount of the bonds was adjusted to \$2,878,720. Mr. Carne asked if there was ever a reason to not accept the lowest bid and Ms. Johnson replied that it is usually in the best interest of the District to accept the lowest bid. Mr. Carne asked because he had never heard of Time Bank. Ms. Wallace said that Time Bank had previously issued a bond for the District.

*Sarah Johnson left the meeting at 6:39 p.m.*

Bond Ordinance 2026-02-01

Mr. Carne moved and Ms. McCarthy seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2026-02-01, an ordinance providing for the issue of approximately \$2,878,720 General Obligation Limited Tax Park Bonds, Series 2026, of the St. Charles Park District, Kane and DuPage Counties, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. A roll call vote was taken. Aye: Carne, Cooke, McCarthy, Ward and Thomson. Nay: none. The motion carried.

Personnel Policy Updates

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve following Personnel Policies: 3.04 Health, Dental, Term Life and Vision Insurance, 3.14 Pregnancy Non-Discrimination and Accommodation and Nursing Mothers in the Workplace Act, 3.15 Blood and Organ Donation Leave Policy, 3.16 Emergency Leave, Family Bereavement Leave, Child Extended Bereavement Leave and Family Neonatal Intensive Care Leave, 3.21 Military Leave and Military Funeral Honors Leave, 4.05 Mandated Reporting, 5.05 Drug and Alcohol-Free Workplace and 5.31 Victims' Economic Security and Safety Act. These policies were created or modified to reflect changes in IL law and/or to establish best practice.

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

Recreation

Sportsplex & Athletics Annual Report

Assistant Superintendent of Athletics and Sportsplex Melissa Caine introduced the Sportsplex staff and shared that each of the three staff members attained their Certified Parks and Recreation Professional certifications in 2025.

Athletics Supervisor Andrew Nelson highlighted the various sports leagues and programs that are held throughout the District's facilities. The outdoor tennis program saw a 10% increase in participation. The District received a \$1,000 grant from the USTA that allowed for more adult and family tennis programs. Although participation in pickleball tournaments has decreased, likely due to the private clubs that have opened, pivoting to providing pickleball socials has been successful.

Athletics Manager TC Hull reported that 33 baseball and softball tournaments were held in 2025, an increase of 8 over 2024. Mr. Hull works closely with Associated Organizations to meet their needs for facility and park usage, which almost fully books fields and turf for the year. Primrose Farm Park's renovation and increased parking have had very positive feedback from users, as has the opening of the concession stand at East Side Sports Complex this spring. Mr. Hull also reported that the District's use of Thomson Turf has afforded the District's booking premier soccer tournaments. Although Sportsplex is currently in its peak season, the staff has looked for opportunities to increase usage during the warmer, non-peak season. The Pottawatomie summer camps expanded to Sportsplex in 2025 to such great success that there will be double the amount of offerings in 2026.

Sportsplex Supervisor Evelyn Grant spoke about the success of the Indoor Walking Program, which began a membership component in October 2025. The membership card not only allows walkers to scan in easily but also allows staff to know exactly who is in the building and provides each member's emergency contact information. Thus far, 219 walkers have enrolled. The Row Zone offered a variety of clinics on land and water in 2025 and continues to draw rowers for drop-in use of the machines. Birthday parties continue to be popular. The shared space upstairs continues to be used by Kale Training; a RFP is out to solicit interest in renting the space previously occupied by Smith PT.

The Commissioners asked questions about what happens when tournaments are rained out, the condition of the Sportsplex turf, desire for a varsity baseball field, the banner program and costs for residents and non-residents for the walking membership.

*Melissa Caine, Evelyn Grant, TC Hull and Andrew Nelson left the meeting at 7:06 p.m.*

#### NRPA Revenue Development and Management School

Mr. Cooke moved and Ms. McCarthy seconded that St. Charles Park District Board of Commissioners approve Assistant Superintendent of Athletics and Sportsplex Melissa Caine's attendance to the 2026 National Recreation and Park Association Revenue Development and Management School (RDMS). This is year two of the two-year program; March 8<sup>th</sup> -13<sup>th</sup> at Oglebay National Training Center in Wheeling, WV. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

#### Parks, Planning, and Facilities

##### NTEA Association Conference

Ms. McCarthy moved and Mr. Carne seconded that St. Charles Park District Board of Commissioners approve Fleet Manager Clayton Ziemba and Vehicle & Equipment Mechanic Joe Data to attend the Work Truck Week 2026 conference in Indianapolis, IN March 10-12, 2026. This is a 2026 budgeted expense. Ms. McCarthy asked if this is a new conference and Ms. Rudow clarified that it is the first time District will attend. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

##### Requests for Use

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

1) Cal's Angels Easter Egg Hunt

Cal's Angels has formally requested the use of River Bend Community Park for the purpose of hosting their Easter Egg Hunt event on Sunday, March 29, 2026.

2) Vintage Swing Band Community Dance

Vintage Swing Band has formally requested the use of Baker Community Center for the purpose of hosting their swing dance event on Saturday, June 6, 2026.

Mr. Carne asked if there were any issues with these events and Ms. Rudow replied no. Mr. Ward asked if the egg hunt was a new event and Ms. Rudow replied yes, but it does not conflict with the District's egg hunt. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

**Director's Report**

Ms. Cabel shared the IPRA/IAPD Agency Showcase Award the District won for its Light Up the Sky Social Media campaign. She reminded Commissioners about the City of St. Charles's Senior Services Commission and its call for members. She announced the District's Spring Employee Recognition event will take place April 17 at Rock 'N Ravioli Restaurant 5-7:30 p.m. The spring activity guide was delivered last week and registrations begin tomorrow. She reminded Commissioners about the cancellation of the March 10<sup>th</sup> meeting due to lack of quorum. She thanked Commissioners Newman and Ward for their meeting with her and Erika Combs to discuss the website. Lastly, she said the IAPD Legislative conference is May 5-6<sup>th</sup> in Springfield.

**Commissioner Comments**

**Bob Carne:** Mr. Carne said he spoke with Mayor Hull about how the City and the District might collaborate to make the 250<sup>th</sup> anniversary of the United States celebration bigger and better than previous July 4<sup>th</sup> celebrations. Ms. Cabel responded that discussions have already been occurring amongst District staff.

**Jim Cooke:** No comments.

**Peggy McCarthy:** Ms. McCarthy attended the IAPD/IPRA annual business meeting January 31.

**Bob Thomson:** No comments.

**Steve Ward:** Mr. Ward asked if the staff had any experience with fake snow that is used indoors, to which Mr. Kies replied yes at his previous park district, but without much success.

**Executive Session**

Mr. Cooke moved and Mr. Carne 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, McCarthy, Ward and Thomson. Nay: none. The motion carried. At 7:21 p.m., Mr. Thomson moved the meeting into a closed session.

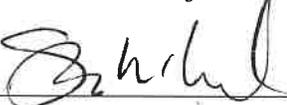
*Mike Kies, Laura Rudow and Jenny Santos left executive session at 7:39 p.m.*

*Holly Cabel and Ashlee Wallace left executive session at 8:06 p.m.*

**Adjournment of Meeting**

Mr. Carne moved and Mr. Ward 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 8:55 p.m.

  
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Secretary

Date Approved: February 24, 2026