



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

February 24, 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 24, 2026. At 6:32 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 Finance and Administration Ashlee Wallace, Superintendent of Recreation Mike Kies, Information Technology Manager Jeff Essig, Public Relations and Marketing Manager Erika Combs and Administrative Assistant Jenny Santos

Other staff present: Norris Recreation Staff: Assistant Superintendent of Recreation Ande Masoncup, Racquet Sports & Wellness Supervisor Dan Charak, Membership Services Supervisor Joe Paszkiet; Athletics Manager TC Hull, Assistant Superintendent of Parks Fred Ekberg and Supervisor of Park Safety Erik Hansen

Guests present: Members of the St. Charles Girls Softball Association: Bob Kudlicki, Tim Lumpp, Kassandra Hernandez Galvan, David Sladek and Tim Gudex

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 February 10, 2026
- Approval of Bills as of January 31, 2026

Account	Amount
CORPORATE FUND	\$ 533,341.53
RECREATION FUND	\$ 108,505.25
LIABILITY INSURANCE	\$ 60.00
SPECIAL RECREATION	\$ 11,931.42
REVENUE FACILITIES	\$ 43,533.86
NORRIS REC CENTER	\$ 29,004.67
SPORTSPLEX	\$ 21,267.91
CAPITAL	\$ 387,786.49
Total	\$ 1,135,431.13

- Approval of Cash and Investment Report as of January 31, 2026
- Approval of Revenue Expense Reports as of January 31, 2026

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

Public Appearances

Members of the St. Charles Girls Softball Association addressed the Commissioners to thank them and District staff for their continued support. They shared their mission is focused on recreational softball opportunities for players from kindergarten through eighth grade and player development.

Tim Lumpp, Kassandra Hernandez Galvan, David Sladek and Tim Gudex left the meeting at 6:42 p.m.

Administration and Finance

Norris Recreation Center Annual Report

Assistant Superintendent of Norris Recreation Center Ande Masoncup presented the 2025 NRC Annual Report. Membership grew 2 % in 2025 and 10.3% since 2022. Membership retention rate is 98.3%, significantly higher than the average retention rate of 71%. Marketing promotions and member retention incentives focused on the theme “Strive to Thrive in ‘25” to keep members engaged and informed. Social media engagement increased 52% over 2024 with intentional campaigns. Pickleball added another day for drop-in play and continues to be a draw for new members. Ten new life fitness treadmills were added in 2025. The junior tennis program transitioned to USTA 10 and under program which has positively impacted the players. Expanded aquatic operations with St Charles Aquatics offered additional lap swimming, programming and district-wide events. Ms. Masoncup also shared plans for 2026, which will include conducting a membership survey and evaluating group exercise/tennis program schedules to expand weekend and evening programming. Mr. Ward asked why members leave, to which Joe Paszkiet responded that it is typically because the member moves away. Dan Charak added that he helps members who are thinking about cancelling their membership find ways to best utilize the facility. Mr. Carne asked if there are snowbird holds on memberships and whether there was room for more saunas and Mr. Ward asked if childcare is still offered; the answer to these questions was yes. The Commissioners thanked the NRC team for the presentation.

Ande Masoncup, Dan Charak and Joe Paszkiet left the meeting at 6:58 pm.

FY 2025 Year-End Report: Preliminary and Unaudited & Marketing Presentation

Superintendent of Finance and Administration Ashlee Wallace presented the unaudited 2025 year-end report. Ms. Wallace summarized the revenue and expenses for each fund by department. In summary, operating revenues exceeded budget by \$479,604 and operating expenses were lower than budget by \$949,651. As Ms. Wallace presented the report, Commissioners asked questions or commented on the information. Mr. Carne suggested that it might be time to add a new amenity to Swanson Pool. Mr. Carne also asked about the park district is charged for use of Haines to which Ms. Cabel responded that the agreement mirrors the NRC agreement. The Commissioners agreed that a discussion needs to occur with the school district about dedicating its surplus from NRC operations to NRC capital improvements.

Public Relations & Marketing Manager Erika Combs presented an overview of the park district’s website and social media metrics. The District maintains 15 websites for its facilities as well as multiple social media accounts. Most visitors to the websites come from Google. Spikes in visitors occurred around events like July 4 and the Gallery of Ghoulish Homes, as well as when the spring

and summer activity guides are published. The District's Facebook page has 12,000 followers and had 2.6 million views in 2025. The District's Instagram account has 4,000 followers and views spiked in September around the Light Up the Sky campaign. Mr. Carne appreciated the detail of Ms. Combs' report and posed the challenge of turning the views and clicks into revenue.

Personnel Policy 4.06: Boundary Violations and Communications with Minors

Mr. Carne moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve Personnel Policy 4.06. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

IAPD Legislative Conference Attendance Approval

Mr. Cooke moved and Mr. Goettel seconded that the St. Charles Park District Board of Commissioners approve Mike Kies and Ashlee Wallace's attendance at the IAPD Legislative Conference in Springfield, IL May 5-6, 2026. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Ordinance 2026-02-02 Authorizing Disposal of Personal Property Owned by the St. Charles Park District

Mr. Ward moved and Mr. Cooke seconded that the St. Charles Park District Board of Commissioners approve Ordinance 2025-02-02 Authorizing Disposal of Personal Property owned by the St. Charles Park District. Items being disposed include outdated technology, an audio cabinet, small tech accessories, a fanning mill and a corn sheller. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Recreation

July 4th Fireworks Contract

Mr. Kies asked the Board to approve a one-year contract with Mad Bomber of Elgin, IL, with an option to renew for up to two additional one-year terms at a cost of \$42,000. He recommended renewing the contract for the 2026 fireworks display for \$49,750 for an enhanced show in celebration of the country's 250th anniversary. Mr. Thomson asked what will be different this year and Mr. Kies said that the show will not be longer, but more intense with an enhance finale with all red, white and blue fireworks.

Mr. Cooke moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the renewal of the contract with Mad Bomber for \$49,750 for an enhanced show in 2026. A roll call vote was taken. Aye: Carne, Cooke, Goettel, Newman, Ward and Thomson. Nay: none. The motion carried.

July 4th Novelty Concessions Contract

Mr. Cooke moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners renew the contract with The Glow Zone to sell glow novelties on July 4, 2026, in Mt. St. Mary Park. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

ESSC Concessionaire Contract

Mr. Kies asked the Board to consider a one-year agreement with Flores Concession Corporation to run the new concession stand at East Side Sports Complex. The cost analysis he conducted showed that contracting with a concessionaire is more efficient and less expensive than the District

operating the stand. Additionally, users of ESSC enjoy the offerings of the Flores Corporation, which will pay the District 15% of its profits for its operations. Mr. Carne suggested that perhaps the percentage can be increased when Cal's Angels uses the fields for its fundraisers.

Mr. Cooke moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approved a one-year agreement with Flores Concession Corporation to provide concession services at East Side Sports Complex in 2026, with an option to renew for up to two additional one-year terms. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Parks, Planning, and Facilities

Mowing Contract

Mr. Cooke moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve a contract with Mark 1 Landscape to mow 245.10 acres of park district property for up to 29 weeks of service in 2026 for \$210,895.44. Mr. Ward asked Assistant Superintendent of Parks Fred Ekberg if Mark 1 Landscape was the same company that the District had issues with last year. Mr. Ekberg replied that the issues in 2024 were remedied through direct communication with the owner and since then, their services significantly improved.

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

Security Contract

Mr. Cooke moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve a one-year agreement with DSI Security Services for \$29.25 per hour. A roll call vote was taken. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Erik Hansen left the meeting at 7:48 p.m.

Capital Equipment Purchase

Mr. Cooke moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the purchase of the following equipment:

1. Two (2) Kubota RTV utility carts through Sourcewell contract #112624-KBA for \$21,482.43 each for a total purchase price of \$42,964.86 from DeKane Equipment Corp, Big Rock, IL; and
2. A Turf Tank Robot paint sprayer as a sole source supplier in the amount of \$55,200 from Turf Tank, Omaha, NE.

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

Special Reports

Fox Valley Special Recreation Association

Mr. Thomson said the FVSRA Board met that morning and discussed goals for the agency, received a Distinguished Agency update, approved the inclusion manual and got an update on summer programming and hiring. He suggested that the District direct applicants to FVSRA when

we are done hiring. He also said that the Legislative Breakfast is March 6 and four legislators are planning to attend.

St. Charles History Museum

No report

St. Charles Park Foundation

Mr. Ward said the water wall that is to be installed at Mt. St. Mary is ordered and will be installed in the fall. The pickleball fundraiser was cancelled due to lack of participation. The Night on the Fox will be held July 31st.

St. Charles Arts Council

Ms. Cabel reported that the Arts Council student gallery is still up. Mr. Cooke commented that he has heard residents question whether there are too many sculptures in Mt. St. Mary Park. Ms. Cabel said that this has been discussed before. The suggestion was made that the SITP committee set a maximum number of sculptures to be installed.

St. Charles Business Alliance

No report

St. Charles Housing Commission

No report

River Corridor Foundation

Ms. Cabel reported that the Foundation met with Wild Mile to create a concept for an ecopark along the St. Charles banks of the Fox River. A research paper was shared at that meeting on the impacts of the park on the river.

Baker Community Center

No report.

Correspondence

Ms. Cabel passed around a copy of the latest Chicago Magazine that Mr. Kies brought in to share an article that features St. Charles as one of the best places to visit in Chicagoland, specifically the Baker Hotel and the Paddlewheel Riverboats.

Director's Report

She shared that the Baker Community Center's 100th Anniversary Open House is May 1 and she recently learned that this is the same date as the Charlemagne Awards. The District will present at the upcoming "State of the City" address that Mayor Hull will preside over on May 6. She reminded the Commissioners that there will not be a meeting on March 10 and the next meeting on March 24 will be held at Baker Community Center. March 24th will also be the District Volunteer Recognition event prior to board meeting. Ms. Cabel also reminded the Board that their annual harassment training is due.

Commissioner Comments

Bob Carne: Mr. Carne praised the presentations tonight. He said he would like to see more excitement around the 250th Anniversary and mentioned Highland Park and Gurnee have a whole weekend of events happening. Ms. Cabel said that the City is developing a website to list the anniversary events. Erika Combs is the liaison between the City and the District. Mr. Carne said he looks forward to hearing the feedback the City received from residents regarding the use of the old police station site. He would also like to get an update on the disc golf course project at a future meeting. He then asked Jeff Essig to bring back his thoughts on the District's AI strategy.

Jim Cooke: Mr. Cooke commented that while he thought the presentation on the District's website and social media metrics was interesting, he disagreed with Mr. Carne's desire to see the usage tied to increased revenue. He does not see the necessity for an increase in staff time to develop strategies to leverage website usage and social media campaigns when the District's programs are full. He also commented that he thought the NRC presentation was particularly good this year and that he was very impressed with the STC Girls Softball board.

Karrsten Goettel: No comments.

Craig Newman: Mr. Newman thanked Ms. Cabel and Ms. Combs for taking the time to speak with him and Mr. Ward about the District website design and functionality.

Bob Thomson: No comments.

Steve Ward: Mr. Ward complimented Ms. Combs, Ms. Masoncup and Ms. Wallace for their presentations tonight. He asked if anyone had heard of the game called TYPTI, which is a cross between badminton and pickleball, as he has seen it explode all over social media over the past 30 days. He added that he really appreciated hearing from the STC Girls Softball board

Executive Session

Mr. Cooke moved and Mr. Newman 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 8:14 p.m., Mr. Thomson moved the meeting into a closed session.

Bob Kudlicki, Erika Combs, Fred Ekberg and Jeff Essig left the meeting at 8:14 p.m.

Mike Kies and Jenny Santos left executive session at 8:31 p.m.

Holly Cabel and Ashlee Wallace left executive session at 8:55 p.m.

Other Business

Holly Cabel, Ashlee Wallace and Jenny Santos returned to the open session meeting at 9:25 p.m.

Personnel

Mr. Cooke moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners approve the recommended merit increases and adjustments as presented for eligible full-time employees for 2026. A roll call vote was taken. Aye: Carne, Cooke, Goettel, Newman, Ward and Thomson. Nay: none. The motion carried.

Adjournment of Meeting

Mr. Ward moved and Mr. Newman seconded that the St. Charles Park District Board of Commissioners adjourn. A voice vote was taken. Unanimous aye votes were cast; therefore, President Thomson adjourned the meeting at 9:26 p.m.



Secretary

Date Approved: March 24, 2026

