



ST. CHARLES PARK DISTRICT BOARD MEETING

Pottawatomie Community Center

July 14, 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 July 14, 2026. At 6:32 p.m., President Peggy McCarthy called the meeting to order.

Roll Call

Administrative Assistant Jenny Santos called the roll.

Commissioners present: Bob Carne, Jim Cooke, Peggy McCarthy, Craig Newman, Bob Thomson and Steve Ward

Commissioners absent: Karrsten Goettel

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, Information Technology Manager Jeff Essig, Pottawatomie Golf Course Manager & PGA Golf Pro Ron Skubisz and Administrative Assistant Jenny Santos

Other staff present:

Guests present: City of St. Charles Deputy Administrator Derek Conley

Consent Agenda

Mr. Thomson moved and Mr. Newman 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 June 23, 2026

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

Public Appearances

None

Administration and Finance

Letter of Interest from the City of St. Charles Regarding Former Police Department Site

Derek Conley attended the meeting to answer any questions the Commissioners had about the City's interest in partnering with the Park District to develop the former police department site. Commissioner Cooke shared that he is glad to see intergovernmental cooperation on this project for the good of the community but had concerns about the potential challenges. Commissioners spoke about the importance of clearly defining the parameters of the project, such as the shared goals of the project; which agency will lead the different parts of the project; and the financial costs and grant opportunities; and timeline. Mr. Conley said that City and Park District staff would work together and bring back plans to their respective Boards for approval. Ms. Cabel will draft a letter of response for the Commissioners to review.

Derek Conley left the meeting at 7:01 pm.

Recreation

NAEYC Conference Attendance Request

Mr. Thomson moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners approve Early Childhood, Preschool and Day Camp Supervisor Kara Guizzetti-Reif's attendance to the 2026 NAEYC Annual Conference in Washington, D.C., December 5-8, 2026. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Parks, Planning, and Facilities

River View Miniature Golf & Refreshment Stand Improvements

Superintendent of Parks & Planning Laura Rudow presented concept plans for proposed improvements to River View Miniature Golf & Refreshment Stand. She began by listing the features that would remain (with appropriate upgrades), including the waterfall hole, practice green, hole with creek running through it and the memorial trees and benches. The plan includes improving ADA accessibility from a few holes to fifteen. The project is out for bid and will begin shortly after Labor Day weekend and will be complete by the 2027 season.

Comprehensive Master Plan, Capital Update and Strategic Plan

Ms. Rudow updated the Commissioners on progress made on projects in the Comprehensive Master Plan and 2026 Capital Plan:

- Pickleball & tennis court restriping will go out for bid for Belgium Town Park, Mt. St. Mary Park and Thompson tennis courts
- Cambridge Park renovation project is in the public input stage. Ms. Rudow held a public meeting before this evening's Board meeting out at the park and got great feedback from residents...children and adults alike. She will bring back a concept plan for Board approval and will submit an OSLAD grant application by the August 31 deadline.
- Denny Ryan Service Center projects are now slated to begin in the fall
- East Side Sports Complex dumpster and lighting projects are on hold
- ESSC preconstruction meeting was today and will begin mobilization next week
- Ferson Creek boardwalk replacement is completed
- Harvest Hills OSLAD project going out for bid soon
- Hickory Knolls Natural Area parking lot improvement project has not begun
- Indoor Space Study progress was addressed at last meeting when Pottawatomie campus improvements were discussed
- James O. Breen Community Park playground renovations are reprioritized to 2027
- Monument Sign project committee has met and will present at Capital Workshop in Fall
- Norris Recreation Center renovations are on hold with D303
- Otter Cove Aquatic Park projects were completed before opening day
- Paddlewheel Riverboat Belle was sandblasted and painted from gunnel up
- Pottawatomie Golf Course irrigation and flower bed projects are reprioritized to 2027 due to the large investment going into the retaining project this year

- Gaffney field irrigation project is reprioritized to 2027
- Pottawatomie Park pavilion pond restoration dredging hasn't begun
- River Bend Community Park water line installation hasn't begun yet
- River's Edge/Reserve Park playground renovation is reprioritized
- River View Miniature Golf is out for bid

Ms. Cabel then reviewed the progress made on the 2026 Strategic Plan. Action items completed in the first half of 2026 include:

- Delineate between new capital projects and those for existing maintenance (renovation) in the capital budget
- Create a technology equipment replacement schedule
- Evaluate current cost recovery and performance and goals
- Conduct a staff satisfaction survey, results will be shared with staff in the fall
- Develop and equitable compensation structure

Commissioners inquired about the AI technology capabilities within the data management system the District uses and discussed the potential AI technology can have for staff and customers.

Change Order for Pottawatomie Community Center Restroom Renovation

Mr. Thomson moved and Mr. Carne seconded that the St. Charles Park District Board of Commissioners approve a change order to the contract with Kandu Construction for a credit in the amount of \$15,677. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

Requests for Use

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

- 1) From St. Charles History Museum for the use of Baker Community Center for the purpose of hosting an event about John W. Gates on Wednesday, September 16, 2026;
- 2) St. Charles History Museum for the use of Baker Community Center for the purpose of hosting an event discussing new discoveries for the Underground Railroad in St. Charles on Wednesday, September 16, 2026; and
- 3) St. Charles Arts Council for the use of Baker Community Center for the purpose of hosting Plein Air Grand Reveal, an art show and reception on Saturday, August 22, 2026.

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

Correspondence

Ms. Cabel shared two magazines that featured St. Charles Park District seasonal facilities. She also shared an email from a Swanson Pool guest, complimenting two lifeguards who quickly responded to swimmers in distress within minutes of each other. Ms. Cabel discussed a suggestion from a pickleball player to designate a court at James O. Breen Community Park as a challenge court for more experienced players. She also shared a letter from a resident who was unhappy with being given a parking citation at East Side Sports Complex during a crowded tournament.

Director's Report

Ms. Cabel shared that the 7th Street Commons project next to Belgium Town Park is being considered for a TIF District and said Derek Conley will address the Board at an upcoming meeting to discuss the financial implications to the District. She shared the letter that will go to the Arcada Theatre congratulating it on its 100th anniversary. She and Mr. Kies updated the Board on the discussions they are in with the City of St. Charles Police Department to reschedule the fireworks display. Ms. Cabel asked the Commissioners to check their calendars to see if October 21 would work for the Capital Workshop.

Commissioner Comments

Bob Carne: Mr. Carne praised the Swanson lifeguards for their actions that prompted the letter from a patron. He shared a letter he received from Carolyn Waibel in which she praised the District's arborist, Dave Svitak for his kindness while helping her family pick out a memorial tree for their loved one. Mr. Carne said the new playground at Hickory Knolls Discovery Center looks great. He encouraged Mr. Kies to hold a session with associate organizations on how they can use our facilities as fundraisers. He asked what the plans are for the Anderson House and how it can be used by the public. He would like to tour it. Ms. Cabel stated she will schedule a tour prior to future board meeting. He gave kudos to Mr. Kies and staff for the Unplug Illinois promotions. Mr. Carne spoke about the OSLAD grant and its applicability to the old police station property.

Jim Cooke: Mr. Cooke said the letter thanking Dave Svitak is very nice.

Craig Newman: Mr. Newman asked about his request for updates on the website and Ms. Cabel referred him to the last weekly update. He also asked about the chatter on Facebook about a basketball hoop at Otter Cove that came down. Ms. Cabel and Mr. Kies responded that a storm brought it down and it was only out of play for three days.

Bob Thomson: Mr. Thomson said that FVSRA's Day in the Park is tomorrow and wondered about the heat. Ms. Rudow responded that the staff is ready and there will be misters and water play as well as space in the building for cooling. He mentioned he saw kids with a lemonade stand right by the playground at Mt. St. Mary Park. And he said he had never seen a public input process in person before and was glad to see the turnout at the Cambridge Park public meeting earlier this evening.

Steve Ward: Mr. Ward shared that his niece and nephew recently attended a birthday party at Otter Cove Aquatic Park and gave it high marks. He shared that the Park Foundation conducted an online poll to vote for the name of the water wall sculpture that will be installed in Mt. St. Mary Park. 398 people voted on six potential names and Cascade on the Fox won. Mr. Cooke said that the name should come before the Commissioners for approval.

Peggy McCarthy: Ms. McCarthy thanked the staff for all the work they put into the July 4th celebrations. She said that her company went on a riverboat cruise and it was great. She mentioned that she hasn't seen as much activity at Ferson Creek Park as she has in the past and was just wondering why that might be.

Executive Session:

Mr. Cooke moved and Mr. Ward seconded that the St. Charles Park District Board of Commissioners temporarily adjourn to a closed session for the purpose of considering the following subject, per the Open Meetings Act, 5 ILCS 120/2: Section (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, Newman, Thomson, Ward and McCarthy. Nay: none. The motion carried. At 8:20 p.m. the Board temporarily adjourned to proceed to the Executive Session.

Ron Skubisz left the meeting at 8:20 p.m.

The Board returned to Open Session at 8:28 p.m.

Adjournment of Meeting

Mr. Thomson moved and Mr. Ward seconded that the meeting be adjourned. A voice vote was taken. Unanimous aye votes were cast and the motion carried.

President McCarthy adjourned the meeting at 8:29 p.m.

A handwritten signature in blue ink, appearing to read "Bob Carne", is written over a horizontal line.

Secretary

Date Approved: July 28, 2026