

**NOTICE OF MEETING & AGENDA
SENIOR SERVICES COMMISSION
DREW WATSON, CHAIR
WEDNESDAY, JUNE 10, 2026 – 8:00 AM
CITY HALL
2 E. MAIN ST., ST. CHARLES, IL
DENS A & B – 2ND FL**

1. Call to Order
2. Roll Call
3. Approval of Minutes – May 20, 2026
4. Senior Population Overview – City of St. Charles and St. Charles Township
5. Mayor's Request: Senior Safety Seminar – Coordination with Police Chief Dan Likens
6. Working Group Member Assignments
 - a. Chair's Statement – Commissioner Assignments by Working Group
 - b. Discussion
 - c. Motion, Vote, and Approval of Assignments
7. Working Group Goal-Setting Discussion
 - a. Partnerships
 - b. Communication
 - c. Housing
 - d. Transportation
8. OMA Training Compliance Update
9. Financial Benefits Outreach – Kane County Clerk Update
10. Chair's Report and Communications
11. Items for Next Meeting Agenda
12. Public Comment
13. Adjourn

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance to the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377-4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).



SENIOR SERVICES COMMISSION

Inaugural Meeting — Meeting Minutes

Date: May 20, 2026

Time: 8:00 AM

Location: St. Charles Police Station — Community Room

Next Meeting: June 10, 2026, at 8:00 AM

COMMISSIONERS PRESENT

Drew Watson (Chair), Janet English, Jennifer Fulkerson, Mary Meyer, Donna Robertson, Rose Regelbrugge, Carol Schreiber, Mary Lynn Swanson, Mike Zimmer

COMMISSIONERS ABSENT

None

EX OFFICIO & STAFF PRESENT

Officer Megan Kramer — Crime Prevention Officer, St. Charles Police Department

Lynn Yuill — Director of Activities (50+ Programming), Potawatomi Activity Center, St. Charles Park District

Lisa Garhan — Communications Director, City of Saint Charles

Tara Strachan — Administrative Assistant, City of Saint Charles (agenda, minutes posting, website, printing)

Mayor Clint Hull — City of Saint Charles

1. Call to Order & Roll Call

Chair Drew Watson called the inaugural meeting of the Senior Services Commission to order and conducted roll call. All nine voting commissioners were confirmed present. Note: Rose Regelbrugge and Donna Robertson arrived shortly after the meeting was called to order.

2. Welcome Remarks — Mayor Hull

Mayor Hull addressed the commission, highlighting the following:

- The commission was conceived through conversations with Chair Watson about ensuring the city remains responsive to its growing senior population.

- Of the city's 15 boards and commissions, the mayor emphasized the expectation that this group be action-oriented — setting goals and delivering measurable results, not just discussing issues.
- The volume and caliber of applicants exceeded expectations, and those selected were chosen specifically for their combination of passion and willingness to take action.
- Key challenges identified: navigation of available services, intergovernmental coordination, and multi-channel communication to reach seniors where they are.
- The mayor extended the full support of the city council and offered to stay for introductions.

3. Commissioner & Guest Introductions

Each commissioner introduced themselves. Common themes across introductions included personal caregiving experience, desire to help seniors navigate available services, concerns around communication gaps, transportation challenges, financial scams targeting seniors, and affordable housing availability. Key backgrounds:

4. Commission Purpose, Powers & Administrative Matters

Chair Watson reviewed the commission ordinance and key administrative requirements:

- The commission is advisory — it does not have an independent budget. Its role is to advise the mayor and alderpersons on senior-related policy.
- Scope includes housing, transportation, and all issues of concern to senior residents.
- The commission has 9 voting members plus non-voting ex officio members. A quorum requires 5 members; a majority of a quorum is 3.
- Geographic focus is the City of Saint Charles, but the commission intends to coordinate with the township, given that key partners (park district, library) serve the broader township area. The township supervisor has expressed interest in coordination.
- All commissioners are required to complete the Illinois Open Meetings Act (OMA) training online. Completion certificates should be sent to Chair Watson for city filing.
- Commissioners should be mindful of OMA restrictions on off-meeting discussions: gatherings of 3 or more members discussing commission business outside a posted meeting constitute a quorum. Email communications should be informational only.
- Alderperson Vicki Spellman has been assigned to the commission. Past Mayor Sue Klinkthammer (who originally established the commission in the early 2000s) will also serve as an advisor; she was unable to attend this meeting.

5. Regular Meeting Schedule — VOTE

Chair Watson proposed the following regular meeting schedule: second Wednesday of each month at 8:00 AM, through the end of 2026. Exception: the November meeting will be held on Tuesday, November 10 in observance of Veterans Day.

Meetings will be held in the Police Department Conference Room when available; alternate rooms at City Hall will be used if the room is unavailable. The city administrator has requested commissions use and become familiar with the technology in this room.

Motion: Donna Robertson **Second:** Motion carried unanimously.

6. Working Groups — Discussion (No Vote)

Chair Watson presented a proposed framework of four working groups, each staffed by two commissioners, with the chair serving as ex officio across all groups. Members were asked to reflect on their preferred placement and communicate preferences to Chair Watson via email. The groups are:

Housing

Monitor availability, accessibility, and affordability of senior housing options and home-based services. Advocate for repair and quality-of-life improvements. Track transitions at existing facilities (e.g., Carroll Towers). Evaluate new senior housing developments entering the community.

Transportation

Monitor and improve senior transportation and mobility access. Research solutions implemented in other communities. Transportation was also a focus of the prior commission (early 2000s) with limited progress; updated resources and models now exist.

Partnerships

Catalog all existing senior-serving organizations and programs (Triad, park district, police/fire senior outreach programs, meal delivery, etc.). Maintain a shared calendar of senior events. Serve as the commission's connective tissue across the senior services ecosystem. Consider hosting an annual networking conference. Research the AARP Age-Friendly Communities program as a potential framework (city currently rated approximately 50/100).

Communications

Develop and maintain a senior information hub — a centralized clearinghouse of resources accessible to seniors, families, and caregivers. Coordinate with the city communications team (Lisa Garhan) on multi-channel outreach. Evaluate whether to host a standalone annual senior safety seminar (per Mayor Hull's request) or amplify existing programming such as Senator DeWitt's annual senior health fair at Potawatomi.

7. Goals Discussion

The following preliminary goals were surfaced for future formal adoption. Members were asked to submit additional goal ideas to Chair Watson prior to the next meeting:

- Senior Information Hub — single, accessible clearinghouse of all senior services and resources available in the city and township.
- AARP Age-Friendly Communities — research feasibility and determine whether to pursue certification. City currently scores approximately 50/100; this framework could structure the commission's multi-year work.
- Annual Senior Safety Seminar — evaluate whether to host a new event or enhance existing programming.
- Financial Benefits Outreach — proactively connect seniors to available financial relief, including the Senior Homestead Exemption (available at 65 but requires a short application), the Senior Freeze, veterans' disability income tax discounts, and township

general assistance funds. Chair Watson noted a pending meeting with the Kane County Clerk to determine how many eligible seniors have not yet enrolled in the homestead exemption.

- Progress Dashboard — track commission activity and impact (e.g., increase in smoke/CO detector replacements by the fire department through commission outreach).

8. Chair's Report

Chair Watson shared the following context on the community served:

- The City of Saint Charles has approximately 33,000 residents; the township has approximately 55,000. Roughly 20–22% are age 60 or older — a higher senior concentration than both county and state averages.
- Approximately 400 city residents are estimated to be below the poverty line; approximately 800 are at or near poverty. The commission's work must be calibrated to a relatively affluent community where financial need may be less visible but still present (e.g., retirees without pensions dependent on 401(k) assets).
- Senior population growth is expected to accelerate significantly over the next 5–10 years as baby boomers age into the 65+ cohort.
- Chair Watson expressed a long-term aspiration: that Saint Charles becomes the model other communities visit to learn best practices in senior services.

9. Public Comment

No members of the public were present. No public comment was received.

10. Adjournment – 9:12 a.m.

Motion: Mike Zimmer **Second:** Carol Schreiber **Vote:** Carried unanimously.

Approved by:

Drew Watson, Chair — Senior Services Commission

Date: _____