

**GENEVA PARK DISTRICT
PUBLIC HEARING MINUTES
January 16, 2023
7:00 PM**

CALL TO ORDER

President Frankenthal called the meeting to order at 7:00 p.m.

ROLL CALL

President Frankenthal called for the roll. Commissioner Cullen, Commissioner Cladis, Vice President Moffat (remote), and President Frankenthal all answered present. Commissioner Lenski was absent.

Staff members present were Executive Director Nicole Vickers, Administrative Assistant Hannah Sterricker, Supt. of Parks & Properties Carl Gorra, Supt. of Finance & Personnel Christy Powell and Facility Manager Jim Huetsen. Supt. of Recreation Elliott Bortner was absent.

Press: None

Guests: Retired Geneva Park District employee Joann Able, and Lisa Leslie and Diane Bemer from the Geneva Softball Association.

LIMITED BOND BINA RESOLUTION #2023-01

Supt. of Finance & Personnel Christy Powell stated the purpose of the hearing will be to receive public comments on the proposed issuance of the limited bond of \$1,800,000 to fund various capital projects. This resolution will need to be approved during the regular scheduled meeting.

HEARING OF GUESTS

None

President Frankenthal adjourned from the Public Hearing at 7:04 p.m.

Secretary

Submitted By: Nicole Vickers / Hannah Sterricker

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
January 16, 2023
7:05 p.m.**

CALL TO ORDER

President Frankenthal called the meeting to order at 7:05 p.m.

ROLL CALL

President Frankenthal called for the roll. Commissioner Cullen, Commissioner Cladis, Vice President Moffat (remote) and President Frankenthal all answered present. Commissioner Lenski was absent.

Staff members present were Executive Director Nicole Vickers, Administrative Assistant Hannah Sterricker, Supt. of Parks & Properties Carl Gorra, Supt. of Finance & Personnel Christy Powell and Facility Manager Jim Huetson. Supt. of Recreation Elliott Bortner was absent.

Press: None

Guests: Retired Geneva Park District employee Joann Able, and Lisa Leslie and Diane Bemmer from the Geneva Softball Association.

HEARING OF GUESTS

Lisa Leslie and Diane Bemmer introduced themselves as residents of Geneva and spoke to the board about their 501 (c)(3) organization, the Geneva Softball Association. Ms. Leslie shared the association's desire to work with the Geneva Park District and the GSA's desires to provide the girls of Geneva a better chance to be more competitive and provide a feeder program for the high school. The GSA currently has three teams playing as tournament teams. These girls are encouraged to join in-house programs. Executive Director Nicole Vickers responded that she agrees having an outlet to allow girls to play more competitive softball does have a place in this community and regardless of affiliate status, the Park District has many fields and is very confident that field usage and the ability for the girls to play softball will be available to the Geneva Softball Association.

READING OF MINUTES

Commissioner Cladis made a motion to approve the minutes from the Regular Scheduled Meeting of December 12, 2022, and the Public Hearing for the Tax Levy Ordinance of December 12, 2022 as presented. Commissioner Cullen seconded. Four ayes. Motion carried.

CLAIMS AND ACCOUNTS

Vice President Moffat made a motion to approve the claims and accounts as presented. Commissioner Cullen seconded. Four ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the December financial reports. Ms. Powell stated that the December bond payments have been made and that we are 67% through the fiscal year. The debt service payment has been made of approximately \$1.7 million. The District once again received a check from PDRMA for achieving accreditation in the Loss Control Review Process. Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Cullen seconded. Four ayes. Motion carried.

APPROVAL OF THE AGENDA

President Frankenthal asked if there were any changes to the agenda. Executive Director Vickers responded with no changes.

CORRESPONDENCE

Executive Director Vickers passed around the Media Relations Binder from the past month.

OLD BUSINESS

SAFETY COMMITTEE REPORT REVIEW

On behalf of Supt. of Recreation Bortner, Executive Director Vickers presented the safety report reviewing the months of September through January. The number of accident reports are up slightly but, nothing alarming. There were 31 certificates of insurance collected and filed. Ms. Vickers highlighted a few standout safety upgrades to our parks and event procedures. President Frankenthal addressed zero vehicle accident reports and acknowledged how difficult that can be with how much the staff drives. Commissioner Cladis asked what kind of accidents are occurring and the severity of those accidents. Ms. Vickers stated that about 95% of these accidents are minor slips, trips and falls. More serious accidents where 911 needs to be called is a rare occasion.

LIMITED BOND BINA RESOLUTION #2023-01

Supt. of Finance & Personnel Powell stated the BINA resolution is a declaration of the intention of the Park District to issue \$1,820,000 in limited bonds in February. The limited bond will fund approximately 50% of our capital improvement plan. She stated the bond issue will fund projects such as, parking lot repairs, pool maintenance and improvements, tennis court improvements, playground and equipment replacements, park renovation, vehicle and equipment replacement, building maintenance and improvements. Commissioner Moffat made a motion to approve the Limited Bond BINA Resolution #2023-01. Commissioner Cladis seconded. A roll call vote was taken. Cullen-aye, Cladis-aye, Lenski-absent, Moffat-aye, Frankenthal-aye. Four ayes. Motion carried.

COMMUNICATIONS

Staff and Committee will meet on January 23rd, 2023 to go over the Short/Long Range Plan. Documents and the minutes from the meeting will be included at the February Board meeting.

Staff as well as Vice President Moffat will be attending the Illinois Park and Recreation Association Conference January 26-28.

Construction on the Garden Club Park’s updated renderings has begun and the final numbers have resulted in a credit of \$27,000 from the original bid and the project moves forward.

The Old Mill Park overlook project continues. Staff waited on permits from the Army Corp to move forward with the replacement of the overlook. All permits have been issued and the board should anticipate seeing bid results next month.

The playground at Jaycee Park will be replaced this year. Notice has been sent out to all of the park’s neighbors, including the neighboring day care center. On the 24th of this month there will be a public meeting held at the Sunset Community Center at 6:00 PM.

Staff continues to work with aQity Research to prepare the upcoming community survey. The board will review the survey questionnaire at the upcoming board meeting.

The GPD Foundation has been working hard in cooperation with the NRC and the Library Foundation in preparation for the upcoming Wine, Cheese & Trees Fundraiser, to be held at the Library on February 25th.

The board and staff will soon be receiving Statements of Economic Interests by email. As in past years, it must be completed online by May 1, 2023 to avoid a late fee penalty.

FUTURE MEETINGS

Short/Long Range Planning

(Jay Moffat & Pat Lenski)

January 23, 2023

2:30 P.M.

Geneva Park District Foundation Meeting

January 24, 2023

7:00 P.M.

Regular Scheduled Meeting

February 20, 2023

7:00 P.M.

Personnel & Policy Committee

TBD

TBD

(John Frankenthal & Peter Cladis)

Finance Committee – Budget Meeting

TBD

TBD

(Bre Cullen & John Frankenthal)

STAFF REPORTS

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. Designated staff that maintain playgrounds have completed their Playground Maintenance Technician Training and received their certifications. Full time staff is reaching out to last year's Summer seasonal staff members to ascertain how many will be returning for Summer 2023. Mr. Gorra shared that staff will be meeting with a local civil engineering firm to determine the scope of work needed for infrastructure repair at Island Park. The controlled crosswalks at Sunset, Peck Farm and Geneva Middle School are all receiving various levels of repair work. The tennis courts at Sterling Manor Park needs new surfacing and striping as well as crack repair. Staff is acquiring quotes to place a 2" asphalt overlay on top of the existing courts. The weather has not allowed the ice rinks to be made and current weather predictions do not indicate that ice will be created in the near future. The trades staff team will set up schedules for routine inspections of fire suppression equipment and systems. Annual fire sprinkler inspections will be conducted at Sunset Community Center, Stephen D. Persinger Recreation Center and Wheeler Maintenance. Mr. Gorra shared that the horticultural crew has been clearing the excess and unwanted vegetation at Bennett Park. This year the Park District was able to keep 780 unwanted Christmas Trees out of landfills by participating in the Treecycling program with the Unitarian Universalist Society.

SUPERINTENDENT OF RECREATION

Due to the absence of Supt. of Recreation Bortner, Executive Director Vickers reviewed his report. The recreation department is preparing for a few upcoming events. The Super Shuffle 5K Race is scheduled for February 12th and there are currently 174 registered, this time last year there were 94 registered. Just Dad 'N Me Dance will be held the following Sunday, February 19th, and is also up in enrollment. The Community Garden Plots are open for registration for past gardeners and there are currently 65 gardeners registered. Over Winter break there were a variety of camps and programs offered that all ran very successfully. There was an incident that occurred at SPRC on Christmas Eve. A fire sprinkler head burst that unfortunately flooded the portions of the first floor quickly. There were a number of staff members that arrived to the building to assess the situation and do some major clean up work. Service Master was called to perform restoration. The good news is that the fire department was able to shut the water off before the water reached the gym floor. President Frankenthal praised the staff and the procedure that was put in place to ensure that this incident was taken care of quickly and efficiently. Ms. Vickers also informed the board that BestLife Fitness held an Open House at both Sunset Community Center and Stephen D. Persinger Recreation Center. During the four-hour time frame of the open house, Sunset sold 16 memberships and SPRC sold 25 memberships.

NEW BUSINESS

2020 STONE CREEK MINIATURE GOLF ANNUAL REPORT

Facility Supervisor Jim Huetson reviewed the 2022 Stone Creek Miniature Golf/Disc Golf Report. This was the first season where there weren't any restrictions on mini golf play since COVID-19. During the 2022 season there were 15,989 walk-up daily rounds, which is just slightly down from last year. Group rentals were down from last year. Staff will be looking at more marketing opportunities to help improve those numbers. Geneva Park District campers were allowed free admission when with a camp group. Camps utilized the facility in June, July, and August. The exact same number of campers/special event rounds were recorded in 2022 as compared to 2021. While Cosmic Golf remained a successful special event, Kid's Day was cancelled due to inclement weather. Stone Creek Mini Golf offers a number of free rounds on Father's Day and Mother's Day as well as special promotion days i.e. Two for Tuesday. There was a total of 1,482 free rounds this season, which was up 118 rounds from 2021. Total revenue this season was \$102,782 which is a decrease of \$4,270 from the 2021 season. The expenditures for the 2022 season increased, heavily due to the increase of staff salary. Mr. Huetson shared a few improvements to the course and the hut including; outsourcing a company to clean the greens, having the pump serviced and replaced for the water features, and adding a light switch to eliminate staff turning the circuit breakers on and off. Recommendation was made to raise the resident and non-resident fees by \$1. Discussion ensued in regards to staff wages, mini golf rates and remaining cognizant of being a steward to the tax payer dollar. Vice President Moffat made a motion to approve the 2022 Stone Creek Mini Golf/Disc Golf Annual Report and recommendations as presented. Commissioner Cladis second. Four ayes. Motion carried.

2023 BUDGET & PERSONNEL EVALUATION CALENDAR

Executive Director Vickers stated the 2023 Budget Calendar and Personnel Evaluation Calendar are included for

the Board to review and noted that next month those meetings will be scheduled. Commissioner Cullen made a motion to approve the 2023 Budget and Personnel Calendars as presented. Commissioner Cladis second. Four ayes. Motion carried.

CONTRACTED MOWING SERVICES

Executive Director Vickers shared with the board that this is coming to the board as information. The mowing contract that was signed in 2022 had an option to extend for a second year should we be happy with the work. Supt. of Parks & Properties Gorra informed the board that Delia Brothers did a great job this past year and we will be keeping them on for the 2023 season. Their price for the 2023 season is still lower compared to the additional bids received last year.

PARKS “NO RAMP” TRAILER PURCHASE

Supt. of Parks & Properties Gorra shared with the board that their current trailer needs significant repair. The estimated cost to repair the existing trailer would exceed \$5,000. The parks department is looking to replace the trailer with a newer style of trailer known as the U-19 “no ramp”. This type of trailer uses hydraulics to lower to the ground and then raise back up. The result, of this type of trailer, is safer and easier for the staff to use while loading and unloading equipment. Commissioner Cladis made a motion to approve the purchase of the U-19 “no ramp” trailer totaling \$13,888 as recommended by Mr. Gorra. Commissioner Cullen second. Four ayes. Motion carried.

EXECUTIVE SESSION

Commissioner Cullen made a motion to move into Executive Session at 8:14 p.m. for the purpose of discussing Land Acquisition. Commissioner Cladis seconded. Four ayes. Motion carried.

At 8:27 p.m. the Board returned to the Regular meeting from Executive Session.

ADJOURN

Commissioner Cladis made a motion to adjourn the meeting at 8:27 p.m. Commissioner Cullen seconded. Four ayes. Motion carried.

Secretary

Submitted By: Nicole Vickers / Hannah Sterrick