GENEVA PARK DISTRICT

**REGULAR SCHEDULED MEETING MINUTES**

# March 20, 2023

**7:00 p.m.**

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 Lenski, Vice President Moffat, and President Frankenthal all answered present. Commissioner Cladis was absent.

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

Press: None

Guests: Geneva resident, Jeffrey Glaser.

## HEARING OF GUESTS

Jeffrey Glaser introduced himself and shared that his family loves the park district and the programs and events provided but, he is having issues getting his scholarship approved. Executive Director Vickers apologized to Mr. Glaser and assured him that she will look into where the communication breakdown occurred within the staff.

## READING OF MINUTES

Vice President Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of February 20, 2023, with the changes noted, and the minutes from the Personnel Policy Committee Meeting from March 13, 2023. Commissioner Lenski seconded. Four ayes. Motion carried.

## CLAIMS AND ACCOUNTS

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

## TREASURER’S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the February financial reports. Mrs. Powell shared that one new CD has been added and before procuring a new CD, Mrs. Powell will look at selective lists and rating systems and that all CD’s were collateralized by the FDIC. Vice President Moffat thanked Supt. of Finance & Personnel Powell for all her time and attentiveness in this matter. Reporting on the revenue and expenditure report Mrs. Powell share that the Park District is 83% through the fiscal year. Everything is on target aside from the social security fund, which is trending higher than what is in the budget. Mrs. Powell spoke with IAPD about the efficiency committee and was informed guidance will come after the board election in April. 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

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

## CORRESPONDENCE

The media relations binder was passed around.

**OLD BUSINESS**

Vehicle Resolution #2023-04

Executive Director Vickers shared with the board that a resolution was presented at the last meeting regarding a specific truck. Due to the supply chain crisis of electric trucks the district was unable to attain the vehicle as it was sold before the previous Board Meeting. Purchasing vehicles is not well adapted to competitive bidding. Vehicle Resolution #2023-04 delegates the authority to staff to purchase a car “off the lot” as long as it is within the budget. The resolution will expire automatically after six months. Vice President Moffat made a motion to approve Vehicle Resolution #2023-04 as presented. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Lenski-aye, Moffat-aye, Frankenthal-aye. Four ayes. Motion carried.

**COMMUNICATIONS**

Executive Director Vickers shared with the board that Geneva Park District was awarded the 2023 OSLAD Grant from the Department of Natural Resources in the amount of $600,000.00. Once the grant agreement is received and signed, staff will move forward on the Mill Creek Community Park Recreation improvement plans which include; a universal playground, pickleball courts, and other smaller amenities. Vice President Moffat suggested to broadly reach out to the community as there are many schools and organizations that will greatly benefit from the universal playground.

Earth Day Celebration is on April 22nd at Peck Farm Park in conjunction with the Natural Resource Committee. The day will consist of a variety of fun activities/games, recycling opportunities, and tree planting within the district.

The Wine, Cheese, and Trees event was a raging success. The event included collaboration from the Geneva Park District Foundation, Library Foundation, and the Natural Resource Committee. It was an honor to participate in such a worthwhile event with supportive community partners.

Staff worked with aQuity Research and Insights and the community survey postcards/letters have been sent and nearly 300 virtual responses have been submitted so far.

The Foundation meeting was held on March 14th with the review of the annual budget, recap of Wine, Cheese, and Trees, and discussion about the 2023 Autumn Fair which, will be held on September 16th. Next meeting will be in May where officers will be elected. Those current officers who have terms ending all have agreed to renew. Executive Director Vickers is working with Marketing and Sponsorship Manager Laura Sprague to try and bring in some more folks to the Foundation.

Staff is finalizing the 2023/24 proposed budget and will present it to the Finance Committee in April, followed by a presentation to the full Board on April 17th.

**FUTURE MEETINGS**

|  |  |  |
| --- | --- | --- |
| Finance Committee-Budget Meeting  (Bre Cullen & John Frankenthal) | April 12th, 2023 | 4:00 PM |
| Regular Scheduled Board Meeting | April 17th, 2023 | 7:00 PM |
| Recreation Committee Meeting | TBD | TBD |
| GPD Foundation Meeting (Annual and Regular) | May 4th, 2023 | 7:00 PM |

**STAFF REPORTS**

## SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. Ken Kerfoot, Jason Black, and Bailee Arnold attended the Certified Playground Safety Inspector training the week of March 13th. Rafael Davalos, Kate Perez, Jimmy Lane, Andy Rauchmiller and Kendall Keller attended “Field Staff Skills Training” on March 16th and 17th hosted by the Illinois Landscape Contractors Association. The new playground equipment for Jaycee Park has been ordered and delivery is expected in a few weeks. Old Mill Park is getting new concrete planters and benches for placement around the sculpture. The faded interpretive signs will be replaced with new ones, as well as, the worn out regulatory signs at Old Mill Park. The split rail fence has already been removed as well as the non-functional lighting.

The garden pergola has been installed at Sandholm Woods Park. Once weather allows, staff will plant vines at the base. Vice President Moffat inquired about the type of vines to be planted. Mr. Gorra replied that both annual and perennial types of vines will be planted. The perennial vines are slow growing but the annuals, to be planted, are morning glories and should grow quickly. The agreement with Lead Electric, to convert the light fixtures at Peck Athletic Fields to LED, has been signed. ComEd will now review the photometrics of the site. Once ComEd approves the project will proceed. There are a number of support poles that need to be replaced in the three-sided barn. A company, that installs this style of pole barn, has been found and will do the repairs in April. The Spring Landscape Cleanup bid was released February 23rd with a bid opening on March 13th. There are six parks included in the bid with an alternate option of Dryden Park, Eaglebrook Park, and Randall Square Park. Vice President Moffat asked if the Spring Cleanup crew would be able to remove the concrete blocks at Garden Park. Supt. of Parks & Properties Gorra stated that as long as the concrete isn’t historical we could ask and see if that’s an option.

The garden plots are being prepared for the upcoming season. Replacement plot markers have been created and more manure has been hauled in. Staff is looking to add some larger gravel to the east end of the parking lot as erosion can be a problem after heavy rain. The larger stone added to the existing finer material will help tighten up the gravel.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Bortner reviewed his report. Spring registration is underway with March 7th marking resident registration day and March 14th non-resident registration day. Included in spring registration is swim lessons and summer camps. The first day of registration brought in $226,000 which is nearly a 25% increase in revenue from last year. That day also saw 85% of registration taking place online. Mom & Son Night took place Saturday, March 11th at Geneva High School with 420 participants in attendance. The Eggmazing Race is scheduled for March 31st. The Bunny Breakfast and Egg Hunt is the following day, April 1st and Bunny Basket Deliveries will be taking place on April 7th and 8th. The Key Club helped stuff over 6,000 eggs for these events. Vice President Moffat asked if staff can ask the Key Club what kind of programs and activities they would like to see at the park district to help promote teen numbers. Mr. Bortner said he can certainly do that. Earth Day Celebration at Peck Farm Park will take place on April 22nd. Recycling will be back including; electronics, textiles, shoes, Christmas lights and more. There will not be paper shredding this year due to cost. President Frankenthal and Vice President Moffat suggested looking into a sponsor or reach out to another company. There will also be tree planting at Peck Farm Park and Wheeler Park.

Staff from the Parks Department and Rec Department met to discuss plans for the opening of the aquatic facilities. Pool pass sales are still preforming very well. A third flash sale took place March 14th-19th. Playhouse 38 held its performances of Honk Jr., a youth musical, March 10th-12th. There was a cast of 18 and played to about 320 people over the four shows. Kyle and Will have done a nice job making a few changes at Playhouse 38. These changes include; moving location of microphones to help pickup the voices of the kids in the back better, placing speakers in the back of the house to help those who sit in the back rows, updating the playbill design, and introducing a coloring contest amongst the Friendship Station students.

The recreation staff hosted a second job fair on Thursday, March 16th at SPRC. This job fair saw about 25 people which, was significantly more than the last. There are two more job fairs planned in the near future.

During the month of February, BestLife Fitness ran the campaign; Discover Your Love for Fitness. Revenue and renewals are up at Sunset. Usage at Sunset is up 51% from last year. Membership sales at SPRC are slightly down but, usage is up 31%. Track passes are down but, revenue is up. This is due to the start of selling non-resident track passes. Executive Director Vickers stated that overall the budget is looking good.

**NEW BUSINESS**

Jaycee Park Playground Bid Results

Supt. of Parks & Properties Gorra reported the bids for playground equipment at Jaycee Park. Five bids were received with Innovation Landscape Inc. as the lowest, bidding $96,337.45. The playground equipment is paid for through the Capital Improvement Fund. Innovation Landscape has preformed similar work for the Geneva Park District, as well as, other districts in the area. Commissioner Lenski made a motion to approve the expenditure of $96,337.45 to Innovation Landscape Inc. for the installation of the playground equipment at Jaycee Park. Vice President Moffat seconded. Four ayes. Motion carried.

## Spring Landscape Cleanup Bid Results

Supt. of Parks & Properties Gorra reported the bids for pre-season landscape cleanup were opened March 13th. The bid was presented a little different than in years past and received three bids. This year four parks were removed from the base bid, two having been recently renovated or under construction, while the other two were returned to the district to prepare. Langton Group came in with the lowest bid of $21,553, and completed the work last year. Alternates were added to the bid and staff discussed Eaglebrook Park be picked up. Vice President Moffat made a motion to approve the bid from Langton Group plus the addition of Eaglebrook Park in the amount of $25,037 for contractual spring cleanup services. Commissioner Lenski seconded. Four ayes. Motion carried.

PERSONNEL & POLICY COMMITTEE RECOMMENDATIONS

Staff and Board agreed to move this discussion to executive session under personnel.

## EXECUTIVE SESSION

Vice President Moffat made a motion to move into Executive Session at 7:54 p.m. for the purpose of discussing Personnel. Commissioner Lenski seconded. Four ayes. Motion carried.

The board returned from executive session at 8:16pm.  Vice President Moffat made the motion to approve the personnel policy recommendations as presented which include approval of the organizational chart; salary policy; full-time salary and wage ranges; part-time salary and wage ranges; and a full-time average salary and wage increase of 4.3% along with two professional adjustments. Commissioner Lenski seconded. Four ayes. Motion carried.

###### ADJOURN

Vice President Moffat made a motion to adjourn the meeting at 8:16 p.m. Commissioner Lenski seconded. Four ayes. Motion carried.

Secretary, Board of Commissioners

Geneva Park District

Submitted By: Nicole Vickers / Hannah Sterricker