

**GENEVA PARK DISTRICT  
PUBLIC HEARING MINUTES  
May 15, 2023  
7:00 pm**

CALL TO ORDER

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

ROLL CALL

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

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

Press: None

Guests: Kyle Donahue, Asst. Supt. of Recreation, Laura Sprague, Marketing and Sponsorship Manager, Ken Kerfoot, Operations and Safety Manager, and his family, Larry Gabriel, Jeff Andreasen, President of Aqity Research, and Antonella Lenski.

HEARING OF GUESTS

Executive Director Vickers thanked Commissioner Lenski for his service on the Park District Board. She then introduced Ken Kerfoot and thanked him for his 25 years employed at the Geneva Park District. Supt. of Parks & Properties, and Larry Gabriel thanked Mr. Kerfoot as well and shared stories. Ms. Vickers then shared that Vice President Moffat has served 10 years on the Board and thanked him for his service.

REVIEW OF BUDGET AND APPROPRIATION ORDINANCE #2023-05

Supt. of Finance & Personnel Powell stated that the ordinance has not changed since the April meeting and it has been on display for public review for 30 days. Supt. Powell stated the District published a legal notice of the hearing in the Kane County Chronicle on April 27. There were no questions asked by staff or by any guests.

The President asked for a motion to adjourn the meeting. Vice President Moffat made a motion to adjourn the Public Hearing Meeting at 7:17 pm; Commissioner Lenski seconded. All ayes. Motion carried.

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Secretary

Submitted By: Nicole Vickers / Hannah Sterricker

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
May 15, 2023  
7:05 pm**

CALL TO ORDER

President Frankenthal called the meeting to order at 7:17 pm.

ROLL CALL

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

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

Press: None.

Guests: Kyle Donahue, Asst. Supt. of Recreation, Laura Sprague, Marketing and Sponsorship Manager, Jeff Andreasen, President of Aqity Research, and Judge Keith Johnson.

HEARING OF GUESTS

None.

READING OF MINUTES

Vice President Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of April 17, 2023, the minutes from the Recreation Committee Meeting of May 9, 2023. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the April financial reports. Supt. Powell reported that per the Illinois Local Government Travel Expense Control Act all travel expenses incurred by the board members must be approved; Vice President Moffat attended the IAPD Legislative Conference in Springfield, IL May 2<sup>nd</sup> to May 3<sup>rd</sup>.

Commissioner Lenski made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented and the expenditure of \$372.00 for the IAPD Legislative Conference. Vice President Moffat seconded. A roll call vote was taken. Cullen – aye, Cladis – absent, Lenski – aye, Moffat – aye, Frankenthal – aye. Four ayes. Motion carried.

APPROVAL OF THE AGENDA

Commissioner Cullen made a motion to approve the agenda as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CORRESPONDENCE

The social media binder was passed around.

## **OLD BUSINESS**

### Budget and Appropriation Ordinance #2023-05

Supt. of Finance and Personnel Powell stated the ordinance had been available for public inspection at the Park District for 30 days. The budget was reviewed and approved by the Finance Committee and Board in April. A budget hearing notice was published in the Kane County Chronicle and the ordinance will be filed with Kane County. Vice President Moffat made a motion to approve the Budget and Appropriation Ordinance #2023-05 as presented. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Cladis-aye, Lenski-aye, Moffat-aye and Frankenthal-aye. All ayes. Motion carried.

### Community Survey Presentation

Executive Director Vickers shared with the Board that the results are in from the Community Survey that was completed between March 15<sup>th</sup> and April 11<sup>th</sup> 2023. President of Aqity Research, Jeff Andreasen, provided the board an overview of the 502 survey results collected. Mr. Andreasen shared that now the results are complete we will form two focus groups to gather more details in regards to certain community needs. Discussion amongst the board members occurred in regards to teen needs and what we can do to provide the needs and wants to community members with other taxing bodies.

### Color Coating at Sterling Manor Tennis Courts

Supt. of Parks and Properties Gorra shared with the board that the fence around the tennis courts has been repaired and the 2-inch asphalt overlay is imminent. Once the overlay is completed the courts will need a color coating. Vice President Moffat made a motion to approve the proposal from Midwest Court Surfaces, LLC in the amount of \$16,575 for contracted color coating and lining services of the tennis courts in Sterling Manor Park. Commissioner Lenski seconded. Four ayes. The motion carried. Commissioner Cladis remotely exited the meeting at 8:31 pm.

## OATH OF OFFICE

Judge Keith Johnson preformed the oath of office and swore in Doug Jones as Park Board Commissioner.

### ANNUAL MEETING – Temporary Adjournment to Annual Meeting

Vice President Moffat made a motion to adjourn the Regular Scheduled Meeting to go into the Annual Meeting at 8:38 pm. Commissioner Cullen seconded. All ayes. Motion carried.

Commissioner Jones made a motion to return to the Regular Meeting at 8:43 pm. Vice President Moffat seconded. Four ayes. Motion carried. The Annual Meeting was adjourned and the Board returned to the Regular Meeting.

## COMMUNICATIONS

Jaycee Park is making great progress and should the weather cooperate the playground will be open before the intended completion date of Memorial Day.

Garden Club Park continues to make progress and the anticipated completion date is June 9<sup>th</sup>. Staff traveled to Chicago to approve the archway to be placed in the park. Staff have also received a quote to remove the large concrete blocks from the northern part of the park.

Staff has met with Upland Design to begin the renovation process of Mill Creek Community Park in conjunction with the OSLAD grant. Updates have been completed with the state, and staff is working on a tentative timeline for the project.

Staff is working extremely hard preparing the parks and facilities for the summer rush. Several aquatic projects, outlined in the December board meeting, have been completed or in the process of completion, including the spraygrounds at Hawks Hollow and Moore Park.

The Annual Geneva Park District Foundation Meeting was held on May 4<sup>th</sup> where the officers for the 2023-2024 term were chosen. The Autumn Fair will be held this year on September 16<sup>th</sup> with it's first meeting to be held on Tuesday, June 20<sup>th</sup>. The Geneva Park District Foundation will be meeting with the St. Charles and Batavia Foundations in the beginning of June to discuss challenges and successes as well as bring some revitalization to the foundations.

## **FUTURE MEETINGS**

Regular Scheduled Board Meeting	June 19, 2023	7:00 PM
Foundation Autumn Fair Meeting	June 20, 2023	7:00 PM

## **STAFF REPORTS**

### **SUPERINTENDENT OF PARKS & PROPERTIES**

Supt. Gorra reviewed his report. The parks department currently has two open full-time positions. Interviews have begun for both positions. Horticulturalist Kate Perez attended an IPRA class on volunteer management. Staff has received a request from the local Montessori School which seeks to volunteer a kindergarten class to maintain a flower bed at Island Park. Commissioner Cullen offered her services if help is needed as she previously was a Montessori School teacher.

In house weed control started the week of April 24<sup>th</sup>. Contracted weed control began May 8<sup>th</sup> and will continue on for another week. The Jaycee Park playground installation will be completed this week and a final walkthrough will occur. A final inspection and playground safety audit are required before the playground can be opened. The playground equipment salvaged from Dryden Park by Kids Around the World has been repurposed in the Dominican Republic. The concrete walkways and bench pads are complete at Garden Club Park. More concrete work is to be completed at Garden Club Park and two new footings at Old Mill Park for the observation deck.

A new mix was used on the Mill Creek South baseball field. This mix seems to dry quickly after heavy rain fall. Executive Director Vickers also stated that it holds together in the wind as well. Columns have been replaced at the Peck Farm Park Three-Sided Barn. Concrete repair to hold those columns will take place the week of May 15<sup>th</sup>. Additional concrete work will be completed the week of May 8<sup>th</sup> to the crosswalks at SPRC and Peck Farm as well as the hammock swing footings at Hawks Hollow nature playground. A total of 140 trees were planted during the Earth Day Celebration at Peck Farm Park and Wheeler Park. An Open House took place at the greenhouse on May 6<sup>th</sup>. The garden plots opened for the season on April 28<sup>th</sup>. Commissioner Cullen asked if the bike racks at the Sunset Community Center and Sunset Pool can be fixed or replaced. Executive Director Vickers acknowledged the concern and if there is a need for replacement staff will accommodate. Vice President Moffat asked if the flags at Island Park had been replaced. Ms. Vickers stated that they had been replaced.

### **SUPERINTENDENT OF RECREATION**

Supt. Bortner reviewed his report. The Earth Day Celebration took place on April 22 at Peck Farm Park in conjunction with the Natural Resource Committee. Despite the unfavorable weather conditions the textile recycling went very well. President Frankenthal mentioned that there was negative feedback because there wasn't paper shredding. Executive Director Vickers agreed and stated that next year we should have a sponsor to help with the cost and paper shredding will return. Resident registration day for the Summer season took place on May 9<sup>th</sup>, and is up 22% in revenue from Summer 2022. Playhouse 38 hosted Murder at the Pie Auction April 28<sup>th</sup>-30<sup>th</sup>. This production co-oped with Fox Valley Park District. President Frankenthal stated that it was nice to see new faces on stage. Stone Creek Mini Golf opening weekend had a total of 429 visitors which is a high attendance for the first weekend. The Butterfly Release Party is scheduled for Friday May 19<sup>th</sup>. The butterflies are being delivered the Thursday before. Sunset Community Center will be the host for State Senator Linda Holmes' family food drive, benefiting the Batavia Interfaith Food Pantry. The donation box will collect food through June 8<sup>th</sup>. Vice President Moffat expressed his gratitude of support to Senator Holmes' food drive. Supt. Bortner reviewed SPRC & SRFC membership numbers and revenues over the last fiscal year.

## **NEW BUSINESS**

### **FVSRA Board Appointments**

Each year, the FVSRA requires formal recognition of the Geneva Park District's appointment to their Board. Vice President Moffat made a motion to approve the appointment of Nicole Vickers to represent the Geneva Park District with Christy Powell and Elliott Bortner appointed as alternates. Commissioner Cullen seconded. Four ayes. Motion carried.

### **Recreation Committee Report**

Supt. Bortner reviewed the Recreation Committee report. The Recreation Committee consisted of Commissioners Lenski and Cullen. Supt. Bortner explained that the report covered Fall 2022 and Winter 2023 seasons. Supt. Bortner reminded the Board that the numbers were reflective of direct costs associated with each program area. Many goals from last year

were completed and he reviewed some of the highlights. Supt. Bortner reported that there have been significant increases in all program areas; pickleball, in particular, has exploded and has been separated out into its own line item. Supt. Bortner also shared that recruitment of part-time staff through job fairs helped massively. Executive Director Vickers shared that staff did a phenomenal job setting up and working these job fairs and the district is in great shape with the hired seasonal staff. Vice President Moffat made a motion to approve the Recreation Committee Report and goals and objectives as presented. Commissioner Jones seconded. Four ayes. Motion carried.

#### Efficiency Committee

Supt. Powell shared that units of local government are required to form a committee no later than June 10, 2023 and provide a written report to the administrative office of the county board no later than 18 months after the formation of the committee. The committee is to be made up of all five board members, the Executive Director, and two Geneva residents. The committee must meet a minimum of three times. The committee may, but is not required, to meet during the regularly scheduled meeting of the governmental unit if: separate notice is given, the committee meeting is listed as part of the board agenda, a majority of the members of the committee are present. Supt. Powell stated that the two citizens joining the committee are; Jim Kafer, and Dan McGarry. Vice President Moffat made a motion to approve the Efficiency Committee made up of the five board members, Nicole Vickers, Jim Kafer, and Dan McGarry. President Frankenthal seconded. Four ayes. Motion carried.

#### EXECUTIVE SESSION

Vice President Moffat made a motion to move into Executive Session at 9:20 pm for the purpose of reviewing Executive Session minutes. Commissioner Cullen seconded. Four ayes. Motion carried.

At 9:31 pm the Board returned to the Regular meeting from Executive Session. Vice President Moffat made a motion to approve executive session minutes dated November 21, 2022; January 16, 2023; March 13, 2023 and March 20, 2023 as presented; and approve the release of executive session minutes dated November 17, 2014; February 16, 2015; April 20, 2015; August 17, 2015; June 20, 2016; January 16, 2017; January 15, 2018; November 16, 2020; December 14, 2020; November 21, 2022; March 13, 2023 and March 20, 2023 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Jones seconded. Four ayes. Motion carried.

#### ADJOURN

Commissioner Jones made a motion to adjourn the meeting at 9:31 pm. Vice President Moffat seconded. Four ayes. Motion carried.

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Secretary

Submitted By: Nicole Vickers / Hannah Sterricker

**GENEVA PARK DISTRICT  
ANNUAL MEETING  
May 15, 2023**

CALL TO ORDER

President Frankenthal called the meeting to order at 8:38 pm.

ROLL CALL

President Frankenthal called for the roll. Commissioner Cullen, Commissioner Jones, Vice President Moffat and President Frankenthal all answered present. Commissioner Cladis was absent.

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

Press: None

Guests: Kyle Donahue, Asst. Supt. of Recreation, Laura Sprague, Marketing and Sponsorship Manager, and Jeff Andreasen, President of Aqity Research.

HEARING OF GUESTS

None.

ELECTION OF PRESIDENT PRO TEM

President Frankenthal asked for nominations for President Pro Tem. Commissioner Moffat nominated Commissioner Jones as President Pro Tem. Commissioner Cullen seconded. All ayes. Motion carried.

NOMINATION FOR PRESIDENT

President Pro Tem Jones asked for nominations for President. Commissioner Moffat nominated and made a motion to approve John Frankenthal for President. Commissioner Jones seconded. All ayes. Motion carried.

NOMINATION FOR VICE PRESIDENT

President Pro Tem Jones asked for nominations for Vice President. John Frankenthal nominated and made a motion to approve Jay Moffat for Vice President. Commissioner Cullen seconded. All ayes. Motion carried.

APPOINTMENT OF TREASURER AND SECRETARY

President John Frankenthal appointed Commissioner Cullen as Treasurer and Nicole Vickers as Secretary.

APPOINTMENT OF FOIA OFFICERS, OMA OFFICERS, SAFETY COORDINATORS AND ADA COORDINATOR

President Frankenthal appointed Nicole Vickers and Christy Powell each as both FOIA and OMA officers; Ken Kerfoot as Safety Coordinator, Carl Gorra and Ken Kerfoot as ADA Coordinators and Commissioner Cullen as CAC Representative.

COMMITTEE APPOINTMENTS

Proposed committee appointments were reviewed. President Frankenthal asked if anyone had any changes. With there being no changes, Commissioner Jones made a motion to approve the proposed committee appointments as presented. Vice President Moffat seconded. All ayes. Motion carried.

Commissioner Jones made a motion to adjourn the Annual Meeting at 8:43 pm and return to the Regular Meeting. Vice President Moffat seconded. All ayes. Motion carried.

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Secretary

Submitted By: Nicole Vickers / Hannah Sterricker