

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
August 21, 2023
7:00 pm**

CALL TO ORDER

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

ROLL CALL

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

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

Press: None.

Guests: Asst. Superintendent of Recreation Kyle Donahue, Aquatics & Facility Manager Joey Kalwat, Athletic Supervisor Cory Bradburn.

HEARING OF GUESTS

Superintendent Bortner introduced Cory Bradburn as the new promoted Athletic Supervisor. Vice President Moffat stated that it is great to see employees elevated within the district.

READING OF MINUTES

Commissioner Cladis made a motion to approve the minutes from the Regular Scheduled Meeting of July 17, 2023. Commissioner Cullen seconded. Four ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Cladis made a motion to approve the claims and accounts as presented. Commissioner Jones seconded. Four ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the July financial reports. Supt. Powell reviewed the investment report and noted that the blended rate is 3.68%. Supt. Powell reported the purchase of a CD for 5.5%. Revenues and expenses are a quarter through the year and are on track. One payment has been made to the auditors out of the audit fund and one remains. Vice President Moffat asked why Nicor billed the Park District for 20 months of usage at Wheeler. Supt. Powell stated that Nicor had mistakenly been sending the bill to Direct Energy and Direct Energy hadn't been forwarding it on to the Park District. Vice President Moffat also asked about the bill for the pre-employment physicals. Supt. Powell stated that not only does the Park District do pre-employment physicals for the Parks Department employees but, the district conducts random drug tests and testing for our camp bus drivers.

Commissioner Cladis 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. Commissioner Jones seconded. Four ayes. Motion carried.

CORRESPONDENCE

Executive Director Vickers passed around the media binder for all to review.

OLD BUSINESS

None to report.

COMMUNICATIONS

Executive Director Vickers shared that the annual shutdown for maintenance and cleaning for both Sunset and SPRC is underway. Fitness members are able to check in to the opposite facility and not miss a work out while their home facility is closed. The staff and Board will meet for the annual capital meeting in mid-October. Two of the summer concerts were cancelled and rescheduled for this Wednesday, August 23rd and next Wednesday, August 30th. Mill Creek Pool is closed for the season. Sunset Pool's last day of operation will be Labor Day. Work continues on the Mill Creek Community Park Renovation project, which is in conjunction with the OSLAD Grant. The bidding process is slated for November. Staff is looking for approval to purchase the playground equipment directly from the manufacturer. Staff has begun quarterly communications with our legislators and look forward to continuing this process and increasing Geneva Park District awareness. Staff will begin reviewing the intergovernmental agreements with the school district starting in September. Staff is looking forward to continuing the positive partnership with the school district and will report any notable changes to the Board of Commissioners. The Old Mill Observation Deck is substantially completed. Supt. Gorra noted that his staff has noticed many community members have already enjoyed the observation deck.

FUTURE MEETINGS

Foundation Board Meeting	September 5, 2023	7:00 PM
Regular Scheduled Board Meeting	September 18, 2023	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. Bortner advised resident registration began August 8 with non-resident registration starting August 15. Camps have ended for the season and all went very well. Kid Zone started last Wednesday and Pre-school started today! Movie in the Park and Park Cookouts have concluded for the summer season. The last cookout was at Jaycee Park and had a phenomenal turnout. The fall 5K has been moved to the same day as Autumn Fair. Staff and the Foundation Board hope that holding both events on the same day will be beneficial for both. Commissioner Cladis asked parking logistics of the race and fair. Mr. Bortner replied that all parking, pre-race registration, and race check-in will be at SPRC leaving the parking lot at Peck Farm Park parking lot open for event goers. Hired traffic control will be on site to direct parking as well as ensure racers and event goers safety crossing Kaneville Road. The pools are coming to the end of the season. Mill Creek closed on August 13; Sunset will be open until September 4. Sunset Pool's hours have been reduced now that students are back in school. Aquatics staff received their final unannounced audit of the season and received 5-stars. This is the staff's 10th 5-star audit in a row! Commissioner Cladis asked if any other pools are close to this kind of achievement. Executive Director Vickers stated that achieving 10 5-star audits in a row is a very big deal and Joey Kalwat and his staff should be extremely proud of themselves. Peck Farm Park continues to see strong visitation numbers. Butterfly house donations and gift shop sales are outpacing 2022. Playhouse 38 hosted the adult production of Vrooommm! and youth production The Little Mermaid Jr. Sunset Bestlife Fitness revenue is up 27% and memberships is also up 28%. SPRC Bestlife Fitness saw similar trends. Revenue and usage were up. Youth Open Gym was up nearly 300%. Dedicated open gym times were added in the afternoons that was taken advantage of in July. Mini Golf saw a slight increase in attendance. Sunset Pool in July saw an increase of attendance of 11% from last year. Mill Creek Pool also saw a slight increase of attendance due to swim lessons. Commissioner Cladis asked how upgrades are determined at Stone Creek Mini Golf. Executive Director Vickers stated that at the end of the season staff conduct a walk-thru and determine those upgrades. Some are more noticeable to the public, such as a new amenity to a hole, others may not be as noticeable. This past season a larger upgrade was new speakers and sound system.

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. Gorra reviewed his report. The Parks Department is fully staffed. Garden Club Park is officially completed and Geneva Garden Club volunteers and Parks Department Horticulturalist Kate Perez and Rafael Davalos are meeting once a week on Wednesdays to work as a group within the park; currently in week three and going very well. The railings have been installed at Old Mill Park at the observation deck completing that project. Sterling Manor tennis courts resurfacing project is complete and the courts are open for play. Work consisted of; a new 2" asphalt base, color coating and striping, perimeter fence repair, new nets and net posts. Quotes have been obtained for the renovation of the infield at the Mill Creek Community Park North ballfield. This work will mimic what was done last year at the south field. A quote for the renovation at Don Forni baseball field has been obtained. Work on this field will not be started until next year. Executive Director Vickers stated that the fields at Mill Creek and Don Forni Park are used heavily by Geneva Baseball Association and conversations have been had with them. GBA agrees that these are the fields in need of renovations.

The storage facility at Jaycee Park needs a new roof and siding. Staff have identified that the roof will need to be replaced first. A solar reflective shingle will be used as it is an environmentally friendly roof. The organic fall turf fertilizer order has been placed. Graf Tree Care is currently carrying out the District tree inventory. This is the third year of a seven-year rotation. Graf Tree Care is scheduled to remove one large dead oak tree at Sandholm Woods. A slab will be saved to be brought to Peck to be used for nature classes. Staff last month started injecting large oaks with nutrients and positive results can be seen. Commissioner Jones asked how much it costs to take down a large tree. Supt. Gorra stated that a large tree is quite expensive and can cost between \$2,000-\$3,000. The parks goal is to try and prevent tree removal. Lastly, River Park has a number of fossils in the lime stone. Staff has applied a preservation solution to the fossils to prevent erosion.

NEW BUSINESS

Audit Transfer – Resolution #2023-08

Supt. of Finance & Personnel Powell stated that at the end of each fiscal year, the District transfers a portion of any surpluses remaining for the year from the General and Recreation Fund to the Capital Fund in the form of an Audit transfer. She then reviewed the breakdown of the \$2,994,539 transfer highlighting different projects the funds will be used for with the remaining funds going into the individual funds' respective fund balance. Commissioner Cladis asked if the district would ever do an audit transfer in the middle of the year. Supt. Powell answered no stating that some agencies may do a budget transfer in the middle of year but, we have always let our budgets go over. Commissioner Cladis made a motion to approve the Audit Transfer Resolution #2023-08 authorizing transfer of unexpended funds. Commissioner Jones seconded. A roll call vote was taken. Jones-aye, Cladis-aye, Cullen-aye, Moffat-aye, Frankenthal-absent. Four ayes. Motion carried.

Surplus Property Disposal – Ordinance #2023-09

The ordinance grants the Park District formal permission to dispose of surplus property. The property is often traded in for replacement vehicles or equipment, auctioned off, recycled or simply disposed of. Executive Director Vickers stated that this list is typical from year to year. The only item that is unique to this year is the phones as the district is getting a new phone system this year. Commissioner Cladis made a motion to approve the Surplus Property Disposal Ordinance #2023-09 as presented. Commissioner Jones seconded. A roll call vote was taken. Jones-aye, Cladis-aye, Cullen-aye, Moffat-aye, Frankenthal-absent. Four ayes. Motion carried.

Sealcoating Bid Results

Supt. of Parks & Properties Gorra reviewed the project details and reported the bids for the 2023 Sealcoating Projects were opened August 9. Six bids were received with the low bid coming from Patriot Pavement Maintenance. Pavement Systems came in lower but, they didn't follow the scope of the bid. Commissioner Cladis made a motion to approve Patriot Pavement Maintenance at \$36,858 as presented. Commissioner Jones seconded. Four ayes. Motion carried.

Paving Project Bid Results

Supt. of Parks & Properties Gorra reviewed the project details and reported the bids for the 2023 Contracted Paving Services were opened August 9. All work will take place on park walking trails. A total of seven bids were received with Patriot Maintenance with the lowest bid. Commissioner Jones made a motion to approve Patriot Maintenance at \$172,358 as presented. Commissioner Cullen seconded. Four ayes. Motion carried.

Infield Mix Purchase

Supt. of Park & Properties Gorra reviewed the memo to purchase 168 tons of infield mix for Mill Creek north baseball field. Commissioner Cladis made the motion to approve the purchase of 168 tons of infield mix at \$24,733 as presented. Commissioner Jones seconded. Four ayes. Motion carried.

Renovation of Mill Creek Ball Field

Supt. of Park & Properties Gorra reviewed the memo to contract Sportsfields Inc. to renovate the north baseball field at Mill Creek Community Park. Commissioner Jones made a motion to approve Sportsfields Inc. renovation proposal of \$23,450 of the north baseball field at Mill Creek Community Park. Commissioner Cladis seconded. Four ayes. Motion carried.

Mill Creek Playground Equipment Purchase

Executive Director Vickers reviewed the memo to purchase the universal design playground equipment for Mill Creek Community Park. Commissioner Cladis made a motion to approve the purchase of \$301,573 for the universal design playground equipment. Commissioner Jones seconded. Four ayes. Motion carried.

Vehicle Purchase

Supt. of Park & Properties Gorra reviewed the memo to purchase of a Ford Maverick hybrid pickup truck from Willowbrook Ford. Commissioner Cladis made a motion to approve the purchase of the Ford Maverick purchase for \$27,375. Commissioner Jones seconded. Four ayes. Motion carried.

Jaycee Roof Replacement Purchase

Supt. of Park & Properties Gorra reviewed the quote from Klemm Roofing to remove the existing shingles on the Jaycee Park storage building and replace with solar reflective shingles. Commissioner Cullen made a motion to approve Klemm Roofing to replace the roof of the storage building at Jaycee Park for \$12,750. Commissioner Jones seconded. Four ayes. Motion carried.

ADJOURN

Commissioner Cullen made a motion to adjourn the meeting at 8:08 pm. Commissioner Cladis seconded. Four ayes. Motion carried.

Secretary

Submitted By: Nicole Vickers / Hannah Sterricker