

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES**

July 17, 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 Jones, Commissioner Cladis, Vice President Moffat and President Frankenthal all answered present. Commissioner Cullen 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 Sterricker.

Press: None.

Guests: Aquatics and Facility Manager Joey Kalwat, Aquatics & Fitness Coordinator Chris McAdam, Geneva Park District Intern Kylie Towler, Asst. Supt. of Recreation Kyle Donahue, and Facility Manager Ryan Coffland.

HEARING OF GUESTS

Supt. of Recreation Bortner introduced both Chris McAdam and Kylie Towler to the Board Commissioners. Mr. McAdam has accepted the Aquatics & Fitness Coordinator position and Ms. Towler was hired as the recreation intern for the summer. Executive Director Vickers shared that both have made a remarkable impression in their short time with the district.

READING OF MINUTES

Vice President Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of June 19, 2023. Commissioner Jones seconded. Four ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the June financial reports. Supt. Powell reported that the investment report is 3.55% in terms of the blended rate. We received the first installment of real estate taxes. The auditors are in this week and going smoothly. The debt service report is included in the packet as well. Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Jones seconded. Four ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

Executive Director Vickers shared a letter from Representative Dan Ugaste for the park district's help during the kid's fair. Ms. Vickers also read a card sent from recently retired, former staff member, Linda Fox. President Frankenthal read aloud the president's message that will be published in the fall brochure.

## **OLD BUSINESS**

### Mill Creek Community Park Renovations

Executive Director Vickers shared with the board that their packet includes the overall plan, playground equipment rendering, two image options of the parking lot add on, project schedule, and the original pricing of the project for the renovation of Mill Creek Community Park. The last time the board would have seen the plan was last September and it is a first look for Commissioner Jones. The playground structure was chosen by community and special recreation input. The pricing included in the packet is \$7,000 less than the original quote. The additional parking is something the board has not seen previously. Ms. Vickers shared that since the park is highly utilized and with the newly added amenities additional spaces will allow community members to park within the parking lot versus on the street. Additional parking has not been brought to the board before and staff is not looking for a motion to be made. Vice President Moffat expressed a concern of safety and distracted drivers with the left image, as the left image displays a drive that hugs the walking area beside the playground structure. Supt. of Parks & Properties Gorra expressed that a split rail could be added between the playground and drive to help with safety. The additional parking would also not be plowed in the winter months. The choice on the left also allows additional expansion in the future. After board and staff discussion Board Commissioners stated they would approve the parking lot as an addition to the project.

## **COMMUNICATIONS**

Executive Director Vickers discussed with the board requirements for the Efficiency Committee. The board decided to meet before the November 2023, February 2024, and May 2024 board meetings which will fulfill the requirements. aQity Research has had little success in organizing the Community Survey focus group. Staff will push the focus group gathering to the Fall making participation a virtual option as well as offering better incentives including fitness membership or gift cards. Vice President Moffat suggested having Chi-cuterie to come out and having the focus groups meet at Playhouse 38. Garden Club Park is open to the public and is a beautiful location to enjoy the river. The Old Mill Overlook is awaiting the deck rails and once installed will also be open for use. The Geneva Park District Foundation will meet next week. Autumn Fair planning is underway. The recreation staff has decided to move the Fall 5K race to the morning of the Autumn Fair to promote attendance with both events. Ms. Vickers shared with the board that the leadership staff have implemented a new recognition program that allows for spontaneity and immediate recognition of an employee who goes above and beyond by providing them a gift card. Staff will report on those recognized employees in the future.

## **FUTURE MEETINGS**

Foundation Board Meeting	July 25, 2023	7:00 PM	
Regular Scheduled Meeting	August 21, 2023	7:00 PM	<i>*Location: Peck Farm Park</i>

## **STAFF REPORTS**

### SUPERINTENDENT OF PARKS & PROPERTIES

Supt. Gorra reviewed his report. Supt. Gorra reported that all positions have been filled! Josh Rogowski started June 20, 2023 as a member of the trades team and Andrew Taggart has been hired for the Athletic Field Specialist position and that hiring process is in motion. Seasonal staff will start leaving in three weeks. Vice President Moffat asked if the seasonal staff leaving earlier had to do with school starting earlier or the staff wanting to have time off before school starts. Mr. Gorra responded that he believed it to be a little of both. Vice President Moffat suggested that we look into offering a money incentive to try and keep the seasonal staff longer. Executive Director Vickers stated that staff has done that in the past for the recreation seasonal staff members and it is something to think about for the parks seasonal staff members. Select staff members attended a training on July 10 to learn how to inject declining oak trees with nutrients. Injections on select trees have started as of July 17. President Frankenthal asked how quickly should staff expect to see results. Mr. Gorra stated that results should occur in about two weeks. Preliminary meetings have occurred with the members of the Fox Valley Folklore Society in regards to the Folk Fest Labor Day event. Sterling Manor tennis courts still await color coating and striping. Staff expect them later this week. Quotes have been obtained for the renovation of the infield at Mill Creek Community Park North field. Staff will be presenting at the next Mill Creek Water Reclamation District meeting. The Mill Creek Water Reclamation District is concerned about bacterial growth in the water if it is extended for park district use. Staff will be presenting UV

sterilization water purifier. This device will use UV light to purify the water before dispensing for community use. Mr. Gorra shared that staff believes this is a good solution to the water district's concern of stagnant water as the park district would not use enough water to allow a recirculation solution. Estimates are being obtained for the siding and roof replacement of the storage building at Jaycee Park. Two backflow preventers have been rebuilt at Peck Farm due to the presence of iron in the well water and loud noises coming from one of the units. Two new fuel-efficient vehicles have been added to the parks department fleet. The E-Ride will be utilized by a full-time staff member who maintains Wheeler, River, Garden Club, and Island parks. The hybrid Ford Maverick will be utilized by full-time staff members during the day and security in the evenings. The United States Forest Service is using aerial application of spraying pheromones over areas in Geneva; including Wheeler Park, and Fabyan Woods, to control the Spongy Moth population.

### SUPERINTENDENT OF RECREATION

Supt. of Recreation Bortner reviewed his report. The fall brochure is at the printers and scheduled to be online next week. Registration day is scheduled for August 8. Camps are in full swing and running smoothly. The week of June 28 there was an air quality alert and staff were able to alter camps and programing efficiently. Geneva Park District presence at Swedish Days this year was strong and went very well. The district participated in Representative Dan Ugaste's Outside Kid's Fair that occurred during the week of Swedish Days. Mr. Bortner was able to speak with Rep. Ugaste during the event who expressed how grateful he was that the Park District was there volunteering their time. The Park District partnered with the Police Department and Fire Department to put on Risk Watch Safety Camp. The camp saw good participation for both weeks. Executive Director Vickers shared that she attended graduation at the end of the previous week and was proud to see the Fire Department, Police Department, Mayor Burns, and the Park District all in one room collaborating together. Mr. Bortner shared that the first two concerts at River Park were postponed and rescheduled due to weather. Additional upcoming events include; Mini Golf Tournament, Movie in the Park, and Park Cookout. Both Bestlife Fitness center locations are preparing for annual shutdowns. The lifeguards had their first of three safety audits and earned five stars! Peck Farm Park continues to have strong visitation numbers. Playhouse 38 has hosted three movies in the Afternoon Throwback Movie series, and the next adult production, Vrooommm!, takes place this weekend. Mr. Bortner shared that Ryan Coffland has been named Sunset Facility Manager and his previous position of Athletic Supervisor has been posted and the interview process has commenced. Mr. Bortner reported on membership and revenue numbers for Bestlife Fitness as well as numbers for the pools and mini golf.

### **NEW BUSINESS**

#### SUNSET RACQUETBALL AND FITNESS CENTER ANNUAL REPORT

Supt. of Recreation Bortner shared that Stephen D. Persinger Recreation Center Facility Manager, Joey Kalwat, will be reporting both SCC and SPRC annual reports. Mr. Kalwat highlighted the breakdown of memberships, member and guest usage, court usage and finances. Mr. Kalwat reported that total net profit is similar to the previous year. It continues to grow, but is not quite back to pre-pandemic numbers. Personal training is meeting all objectives and goals although it also is not back to pre-pandemic net-profit. President Moffat asked how many trainers are on staff. Mr. Kalwat shared that there are five trainers on staff who work out of both Bestlife Fitness facilities. Vice President Moffat made a motion to approve the 2022-2023 Sunset Community Center Annual Report and recommendations as presented. Commissioner Jones seconded. Four ayes. Motion carried.

#### STEPHEN D. PERSINGER RECREATION CENTER ANNUAL REPORT

Stephen D. Persinger Recreation Center Facility Manager, Joey Kalwat, reviewed the SPRC annual report. Mr. Kalwat highlighted the breakdown of memberships, member and guest usage and finances. Mr. Kalwat reported that we are still rebounding from the pandemic and seeing an upswing in memberships and revenues. Many efforts were made to increase memberships and revenues by holding open houses, new membership campaigns, and membership retention programs. Open gym usage performed very well. Pickleball continues to grow and is highly utilized during open gym. Track passes saw an increase in memberships compared to the previous year. Mr. Kalwat also reviewed the marketing campaigns from the past year sharing that a goal for the upcoming year is to establish campaigns for the entire upcoming year. Mr. Kalwat also shared the member retention specials throughout the year. Mr. Kalwat shared that both buildings will be purchasing new fitness equipment to be put in place during the annual

shutdown occurring next month. Recommendations: SPRC will establish non-resident fees for pickleball open gym and private lessons as well as look into renovating the Kidz Korral space to meet the needs of the community. Staff is working on constructing a new office space at SPRC as well as updating the security cameras to HD to improve safety measures. Vice President Moffat questioned why ongoing memberships are going down and why short-term memberships are up. Mr. Kalwat shared that many open house events were held throughout the year which provided incentives to new members to sign up for paid in full memberships verses an ongoing membership. He also shared that many more summer and holiday memberships were sold to seasonal employees and students who are back home from school. Vice President Moffat made a motion to approve the 2022-2023 Stephen D. Persinger Recreation Center Annual Report and the recommendations as presented. Commissioner Cladis seconded. Four ayes. Motion carried.

#### EXECUTIVE SESSION

Vice President Moffat made a motion to move into executive session at 8:23 pm for the purpose of reviewing land acquisition. Commission Jones seconded. Four ayes. Motion carried.

At 8:47 pm the board returned to the regular meeting.

#### ADJOURN

Vice President Moffat made a motion to adjourn the meeting at 8:47 pm. Commissioner Cladis seconded. Four ayes. Motion carried.

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Secretary

Submitted By: Nicole Vickers / Hannah Sterricker