

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
September 18, 2023
7:00 p.m.**

CALL TO ORDER

President Frankenthal called the meeting to order at 7:01 p.m.

ROLL CALL

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

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

Guests: Geneva City Administrator Stephanie Dawkins, and Monika Adamski from Lauterbach & Amen, LLP.

Press: None

HEARING OF GUESTS

Executive Director Vickers shared her gratitude towards Supt. of Recreation Bortner on 10 years of employment with the Park District. Vice President Moffat and Supt. of Finance & Personnel Powell also gave their regards.

READING OF MINUTES

Vice President Moffat made a motion to approve the Regular Scheduled Meeting Minutes of August 21, 2023 as presented. Commissioner Cladis seconded. Three ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the August financial reports. She reported on the investment report stating we are at a blended rate of 3.73% and added another CD to the portfolio. We are 33% through the fiscal year and on track with revenue and expenses. Ms. Powell pointed out that the social security fund looks high, which is normal for this time of year because of seasonal payroll during the summer months. Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Cladis seconded. Three ayes. Motion carried.

APPROVAL OF THE AGENDA

Vice President Moffat made a motion to approve the agenda with the exception of moving the City of Geneva TIF 2 Extension to the first item under Old Business and the Audit-FY 2022/2023 to the second item under Old Business. Commissioner Cladis seconded. Three ayes. Motion carried.

CORRESPONDENCE

Executive Director Vickers passed around the media binder as well as correspondence that was emailed to the Park District earlier in the afternoon in regards to the TIF 2 Extension from various Alderpersons and Geneva, IL Mayor Kevin Burns.

OLD BUSINESS

CITY OF GENEVA TIF 2 EXTENSION

Executive Director Vickers briefed the Board of the TIF 2 Extension and informed them that City Administrator, Stephanie Dawkins, is in attendance to answer any questions they may have. Ms. Dawkins thanked the Board for having her at the meeting and stated that the city passed a resolution supporting a 12-year extension. The extension is to realize roadway work, utility work, and streetscape enhancements along East State Street from the Fox River to Kirk Road. The city is asking for a letter of support from the Geneva Park District. Included in the packet is the city's resolution that was passed on August 21st, 2023, a list of questions staff put together to better prepare the Board with the city's answers, and a sample letter of support. President Frankenthal asked City Administrator, Stephanie Dawkins how successful the TIF has been to date. Ms. Dawkins stated that community members are able to see the success stories from the TIF including the ALDI and CVS buildings. Ms. Dawkins stated that there is more work to be done, including the East State Street reconstruction project. President Frankenthal asked if the plan is to completely rebuild the road or complete an expansion. Ms. Dawkins stated it will be a rebuild where right turn lanes and dedicated left turn lanes will be added to make the roadway safer. It should have a full new look and feel to the rebuild. Vice President Moffat stated that he is in full support thanks to the answers the city provided to the Park District's questions. Commissioner Cladis made a motion to support the TIF 2 Extension of 12-years. Vice President Moffat seconded. Roll call vote was taken. Jones – absent, Cladis – aye, Cullen – absent, Moffat – aye, Frankenthal – aye. Three ayes. Motion carried. Executive Director Vickers thanked Ms. Dawkins for attending the meeting and shared her appreciativeness of the relationship with the city and like goals of servicing the community. Ms. Dawkins thanked Ms. Vickers and the Board for the support the Park District gives the city and is thankful for the relationship between the City of Geneva and Park District.

AUDIT FY 2022-2023

Monika Adamski from Lauterbach & Amen, LLP was present and reviewed the FY 2022-23 Audit Report. Ms. Adamski thanked Ms. Powell and staff for providing information early and clearly to prepare the audit. The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Geneva Park District for its Annual Comprehensive Financial Report for the fiscal year ended April 30, 2022. This is the 12th year that the District has received this prestigious award. A copy of the Management Letter was included in the audit report. The audit presents the financial position and operational results of the District. The income statement was reviewed and discussed. Ms. Adamski highlighted the Management's Discussion and Analysis for the year ending April 30, 2023 and reviewed various pages in the report. Ms. Adamski reviewed and discussed the General Fund, Recreation Fund, and Capital Projects Fund Balances. With no questions Vice President Moffat made a motion to approve the Geneva Park District Annual Comprehensive Financial Report for the Fiscal Year ending April 30, 2023 as presented. Commissioner Cladis seconded. Three ayes. Motion carried.

RENOVATION AT STEPHEN PERSINGER RECREATION CENTER

Executive Director Vickers shared with the Board that staff is looking for approval to move forward with the redesign of Kidz Korral at SPRC. Previously the space was used as a child care amenity that lost anywhere from \$5,000 to \$15,000 a year. Kidz Korral closed during the COVID-19 pandemic and has not reopened since. Supt. of Recreation Bortner shared with the Board that after much consideration and research staff is looking to use the space as a multi-function fitness area. This would allow additional programmatic opportunities as well as provide extra space for stretching and free weight lifting. Staff spoke with FGMA and they have recommended a design study which will produce two floor plan options, 3D perspective linework views of the space, and a schematic budget. Vice President Moffat asked how this redesign would correlate to the redesign of the racquetball court that was completed at the Sunset Community Center. Mr. Bortner stated that he imagines this redesign would be a broader use than the racquetball redesign. Staff would like the redesign to allow the space to be broken up where cycling classes or other fitness classes could be held as well as independent work out space. Executive Director Vickers shared that the goal of this redesign is to catch up to the trend of fitness. President Frankenthal asked if staff believes this is a good price for a design study. Ms. Vickers stated that she does believe this is a fair price. Vice President Moffat made a motion to approve the contract from FGMA, for the design study of the Kidz Korral space into a more fitness driven area in the amount of \$16,800. Commissioner Cladis seconded. Three ayes. Motion carried.

OFFICE ADDITION AT STEPHEN PERSINGER RECREATION CENTER

Supt. of Recreation Bortner shared with the Board that the Recreation Department has grown over the past several years and needs additional office space. An additional office space at SPRC would be most conducive, and least disruptive to daily operations. Mr. Bortner shared that plans have been designed by Williams Architects and permits from the City of Geneva have been approved. Executive Director Vickers shared with the Board that at this time SPRC only has two professional offices with a work room which allows for a couple work spaces. President Frankenthal stated that personal work space is very important for positive productivity. Vice President Moffat made a motion to approve the staff to go to bid for the new SPRC office project. Commissioner Cladis seconded. Three ayes. Motion carried.

COMMUNICATIONS

Executive Director Vickers stated the date for the Annual Capital Planning meeting with the Board is still to be determined. Ms. Vickers proposed to have the Annual Capital Planning meeting in December before the Board meeting. The Board agreed.

Staff has been in conversation with the Kane County Forest Preserve and the Geneva History Museum. Ms. Vickers is very hopeful that partnerships will form as well as programmatic opportunities. Staff is hopeful to have things in place by the next brochure cycle.

Ms. Vickers thanked the Board for attending the Autumn Fair held on September 16, 2023. It was a pleasure to have the entire Board in attendance and volunteering on a very rainy Saturday. It means a lot to the staff to have the Board in attendance.

Ms. Vickers shared with the Board a list of employees who were recognized for their stellar work and immediately given a gift card by their department head.

FUTURE MEETINGS

October Board Meeting	October 16	7:00 PM	Sunset Community Center
Foundation Meeting	October 24	7:00 PM	Sunset Community Center
Capital Board Planning Meeting	December 11	5:00 PM	Sunset Community Center

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. Supt. Gorra and Aquatics Supervisor Joey Kalwat will be attending PDRMA’s confined space training on September 20th, 2023. NPRA conducted a presentation titled “Balancing Pickleball and Tennis in Parks” focusing on the rise of pickleball and the placement challenges of new courts. Discussion occurred between Board members and staff in regards to the future courts at Mill Creek Community Park. Mr. Gorra feels good about the location and set up of the courts to be built. Vice President Moffat suggested that staff look into renting unoccupied indoor space within Park District lines to create more indoor pickleball space. Folk Fest was held at Island Park on Labor Day weekend. The event went very well and the parks staff lent a much appreciated helping hand to the Fox Valley Folklore Society. Parks staff painted the upstairs hallway at SPRC during the week of shutdown. The water supply to the greenhouse has been replaced. Fall ball season has begun and the athletic field crew has been working hard to prepare the baseball, softball, and soccer fields. Sportsfields Inc. has been scheduled for the renovation of Mill Creek north baseball field. The water supply at Mill Creek Community Park is still a work in progress. Mill Creek Water Reclamation District has requested an intergovernmental agreement from the Park District. Once the IGA is written and approved it will be presented to MCWRD for approval. The restrooms at Island Park need to be renovated. A quote from Mendel Plumbing of \$78,000 has been provided for this project. Vice President Moffat expressed his concern to the staff to start looking at gender neutral bathroom facilities. The entrance of the Butterfly House needs repair as well as a new roof. Included in the packet is an image of what the staff hopes the Butterfly House to look like. Graf Tree Care has finished this year’s tree inventory. Staff and Board discussed the two graphs in the packet and the replacement of trees.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Bortner reviewed his report. Fall registration is complete and staff have submitted their plans for the winter brochure. Two concerts in the park were rescheduled and held the final two weeks of August. Upcoming Fall events include;

Escape the Mansion, Halloween Hayday, and the Howl O'Ween Dog Parade. Both Bestlife Fitness facilities have completed their annual shutdowns. Sunset Pool is closed for the season following a very busy Labor Day weekend. The pool survey has been sent to pass holders. Rehearsals for the upcoming youth and adult Playhouse 38 productions are underway. Pickleball programs and leagues are proving to be extremely popular. Staff have expanded league offerings to accommodate large waitlists. BestLife Fitness usage, memberships, and revenue and expenses at both fitness centers were reviewed as well as final usage, and revenue and expenses for both pools.

NEW BUSINESS

SAFETY REPORT REVIEW

Supt. of Recreation Bortner reviewed the safety report. Each month our safety committee reviews the accident reports for the District, as well as certificates of insurance. Supt. of Recreation Bortner stated that accident reports were comparable to previous years. Mr. Bortner noted that staff remain focused on safety related procedures thru various trainings. He provided an update on several safety related tasks and projects that have been completed throughout this time period. A list of Safety Person of the Month was reviewed.

BEFORE & AFTER SCHOOL PROGRAM REPORT

Assistant Supt. of Recreation Kyle Donahue presented the Before & After School program report for school year 2022-2023. This is the program's 14th year. Mr. Donahue reviewed the enrollment history. He stated the year ended 2022-2023 with 365 unique participants. Reviewing the revenues and expenses. Mr. Donahue stated that our fees remain competitive with neighboring districts. Highlights include; ePact, and iPads at all sites. Struggles included hiring staff in the beginning of the school year. Full-Time staff was able to step in and fill those vacancies. Recommendations for the upcoming fiscal year were shared. Vice President Moffat made a motion to approve the 2022-2023 Kids' Zone Board Report and the 2022-2023 recommendations as presented. Commissioner Cladis seconded. Three ayes. Motion carried.

ENVIRONMENTAL REPORT CARD

The environmental report card is a self-evaluation tool provided to us through our professional association for the purpose of assessing our agency's environmental management practices. Staff has prepared this document for the Board in an effort to show our continued commitment to conservation of natural resources and the protection of our environment. Vice President Moffat made a motion to approve the environmental report card update and the information shared within. Commissioner Cladis seconded. Three ayes. Motion carried.

BUTTERFLY HOUSE RENOVATION

Supt. of Parks & Properties Gorra stated staff is seeking approval of contracting services to renovate the roof and associated framing on the Butterfly House at Peck Farm Park. The new roof will be built higher to alleviate heat buildup, have robust overhangs to protect the sides of the building, and be constructed with methods and materials appropriate for an agrarian site. Vice President Moffat made a motion to approve the expenditure of \$27,000 to M&L Custom Woodworks to renovate the vestibule roof of the Butterfly House at Peck Farm Park. Commissioner Cladis seconded. Three ayes. Motion carried.

ADJOURN

Vice President Moffat made a motion to adjourn the meeting at 8:44 p.m. Commissioner Cladis seconded. Three ayes. Motion carried.

Secretary

Submitted By: Nicole Vickers / Hannah Sterricker