

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
October 16, 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 Jones, Commissioner Cladis, Commissioner Cullen, Vice President Moffat and President Frankenthal all answered present.

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 Manager of Peck Farm Adam Dagley.

Guests: Red Ribbon Week teacher sponsor Lisa Meister, Geneva High School student Timothy McQuesten, Gary McQuesten, Upland Design President Michelle Kelly, Recreation Supervisor Kelly Wales, Asst. Supt. of Recreation Kyle Donahue, and Peck Farm Park Coordinator Kate McKinsey.

Press: None

HEARING OF GUESTS

Executive Director Vickers welcomed the members from Geneva High School to share information about Red Ribbon Week. Geneva High School SADD Club member Timothy McQuesten spoke to the Board about the purpose of the Red Ribbon Week program. Director Vickers stated the Park District supports Red Ribbon week by having a Pizza Palooza night and recognized Mr. McQuesten for his courage and great mind set. Vice President Moffat thanked Mr. McQuesten for presenting this year's drug free lifestyle, "Be kind to your mind, be drug free" and shared with him that the Park District is open to suggestions to help meet the needs of him and his peers. Executive Director Vickers introduced Kate McKinsey, the new Peck Farm Park Coordinator, to the Board. Ms. Vickers recognized Recreation Supervisor Kelly Wales on her 10 years of service with the park district. Supt. Bortner stated that over the 10 years it has been a pleasure to get to know Ms. Wales and thanked her for always being prepared.

READING OF MINUTES

Vice President Moffat made a motion to approve the September 18, 2023 Regular Meeting Minutes as presented. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the September investment report and the revenue and expenditure reports. A new CD was purchased. The audit transfer was approved last meeting and those funds have been transferred from the general account to the capital account. The park district received the second installment of real estate taxes. The quarterly debt service report was also reviewed with the board. Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Cullen seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

Executive Director Vickers passed the media binder.

OLD BUSINESS

RED RIBBON WEEK RESOLUTION

Representatives of Red Ribbon Week were present at the board meeting to present information to the Board and staff. President Frankenthal read aloud the Red Ribbon Week Resolution. Vice President Moffat made a motion to approve the resolution supporting Red Ribbon Week of 2023-2024 as presented. Commissioner Jones seconded. All ayes. Motion carried.

MILL CREEK COMMUNITY PARK UPDATE

Executive Director Vickers informed the Board that the design and development portion of the Mill Creek Community Park Renovation is complete. Construction documents are 95% completed and on track to go out to bid. Upland Design recently informed staff that project costs have increased since the most recent estimate. Staff provided the Board a comparison of rising costs and also potential opportunities for cost savings. Ms. Vickers reminded the Board that the addition of the parking lot was not included in the original bid and is accounting for more than half of the outlined increases. The Board asked Michelle Kelly, President of Upland Design, her opinion on why costs went up. Ms. Kelly shared that labor and interest rates are the biggest factor to rising costs. Discussion ensued between Ms. Kelly, the Board, and staff in regards to the cost saving items provided. Ms. Kelly informed the Board that she will go to the vendor and discuss cost saving options. The Board members agreed that anything that can be done in-house, without jeopardizing other duties, should be done. Vice President Moffat asked if we could do anything in phases. Ms. Kelly shared that all items outside of the parking lot were included in the OSLAD grant and must be completed within the timeframe. Executive Director Vickers thanked Ms. Kelly for attending the meeting.

COMMUNICATIONS

Executive Director Vickers shared that the annual holiday party is scheduled for December 15th at Old Towne Pub, starting at 4:00pm. Focus groups are scheduled for October 21st and 24th in conjunction with the community survey. Staff are looking forward to hearing from the community members. The Chamber of Commerce and Playhouse 38 is hosting a ribbon cutting ceremony on October 18th at 2:00pm to commemorate its ten-year anniversary. Executive Director Vickers, Supt. Bortner, Supt. Gorra, and Supt. Powell will be attending the Legal Symposium on November 2nd. The agenda includes; Employment and Labor Laws; Employee Leave Rules; Changes and Other Hot Topics on Park District and Forest Preserve Finance; New Laws and Key Legislative Issues from the 103rd General Assembly; Complying with Ethics laws Related to Referendum and Other Political Activity, Gift Bans, and Legal Conflicts; Keeping It Legal on Social Media. The IAPD/IPRA Soaring to New Heights Conference will be held on January 25-27, 2024. The annual Chamber of Commerce dinner and awards banquet is scheduled for Thursday, November 2nd at Riverside Receptions and Conference Center in Geneva. Board members who would like to attend either event should inform Administrative Assistant Hannah Sterricker. The first efficiency committee is scheduled for November 20th at 6:00pm. The agenda and meeting items will be distributed prior to the meeting.

FUTURE MEETINGS

Foundation Regular Meeting	October 24, 2023	7:00 PM
Recreation Committee Meeting (Bre Cullen & Doug Jones)	November 13, 2023	4:00 PM
Regular Scheduled Meeting	November 20, 2023	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Bortner reviewed his report. The Recreation Committee meeting was scheduled for Nov. 13th at 4:00pm, with Bre Cullen & Doug Jones. Escape the Mansion was held at SPRC on October 14th. This is Escape the Mansion’s 5th year. Both the Halloween Hayday and Howl O’ Ween Dog Parade will take place on Saturday, October 21st. Registrations for both events are on pace with last year. Pizza Palooza is scheduled for October 23rd to kick off Red Ribbon Week. Stone Creek Mini Golf closed October 1st for the season. Staff is

busy closing down the course for the winter. The Butterfly House has closed for the season. The Community Gardens are slated to close at the end of October. A new venture, Pumpkin Smash will take place on November 4th from 10:00am-noon. The pumpkin recycling event will provide a place for community members a place to take their pumpkins after Halloween while contributing valuable nutrients to the soil for the gardens. This program is in conjunction with the City's Natural Resources Committee. Kane County Recycling will also be on site to provide recycling for batteries, aerosol cans, and paint at a cost. Playhouse 38 held the youth production of, The Legend of Sleepy Hollow October 27-29 with about 70 ticket holders each show. The adult show, The Shadow Over Dunwich will take place October 27-29. Mr. Bortner reviewed SPRC & SRFC memberships & revenues along with the Stone Creek Mini Golf season.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. Staff has hired a seasonal employee as the new Parks Specialist – Athletic Fields as the previous person in that position had resigned. Joey Kalwat and Supt. Gorra attended PDRMA's confined space training. PDRMA has defined all confined spaces. President Frankenthal asked if we have properly labeled our spaces as permit or non-permit. Supt. Gorra stated that all our spaces are permit required. A Willmette Park District staff member was hired on, temporarily, to act as a short-term instructor for the Trades Specialists. This individual has decades of experiences closing pools and trained staff on correct procedures to close down the pools and splashgrounds. Two nearby park districts recently sent staff to test out equipment before purchasing. The Willmette Park District came to test our all electric utility vehicle and the Bloomingdale Park District came to test some mowing equipment. All underground utilities have been located at Peck Farm Park. Staff is continuing to lay mulch at playgrounds. This is a task that has been ongoing all year and is expected to finish this month. Additional turf covers have been ordered for athletic fields and installation is intended before the ground freezes. Smaller covers will be used at Wheeler to bolster the grass around the tees and baskets at the disc golf course. The final application of organic ball field fertilizer will be applied the week of Halloween. Staff has determined that LP Smart Side siding is a good fit for the storage building at Jaycee Park. The siding is engineered wood, constructed from a renewable resource, and have a 50-year warranty. The large storage bins, at the garden plots, are being filled with organic matter. City of Geneva contractors will start bringing in leaves collected off the streets. Commissioner Cladis asked if we get all the leaves from the city. Supt. Gorra stated that we do not as we would not be able to absorb all the leaves that the city collects. To help minimize plastic pollution, staff will soon start to use, on a limited basis, "cowpots" for growing greenhouse crops. The pots are made from "recycled" manure. A railing was built, using horseshoes and spikes, to prevent a tripping hazard at the Butterfly House. The horseshoes were used to create butterfly wings and the spikes as antennas.

NEW BUSINESS

PECK FARM CAMP REPORT

Manager of Peck Farm Dagley reviewed his report. The goal for the 2023 season was to get the kids outside and eliminate fears and anxiety of the outdoors. The camp serviced grades preschool to 5th grade. Peck Farm Park camps have a morning session, afternoon session, and extended care options. This year camp staff from both traditional camp and peck camp trained together on emergency procedures, through procedures. Peck staff also participated in peck specific training to learn the trails and other specifics to Peck Farm. This year camp used ePact that benefited the program in paperless and easy access to emergency forms, as well as the check in and out process. Each week had a theme where the crafts and activities surrounded that theme. In addition to the theme campers also participated in "morning movement", "mid-day meet up", and naturalist hour. Morning movement allows the campers to get their blood moving and comfortable in their setting. The mid-day meet ups where the all-day campers were able to lead the camp in different stretches. Naturalist hour allowed the naturalist staff to take a deep dive into an environmental topic. Each camper received a nature journal and they were encouraged to write down or draw after a hike or nature activity to incorporate other senses while out in nature. Campers received a draw string bag verses a camp shirt. Since Peck campers don't take field trips it made more sense to provide a bag over a shirt. Camp participation was down this year than last year at 872 campers verses 967. Commissioner Cullen asked how many campers were their per age group. Mr. Dagley reported that the preschool group was capped at 12 participants and all over ages groups were capped at 17 participants. President Frankenthal asked how many counselors were assigned to each group. Mr. Dagley replied that there were three counselors per age group. Last year there were two counselors per age group but, he felt as

if it was under staffed. Overall revenue was \$90,652 and expense was \$78,542 due to the extra staff. Mr. Dagley shared that he believes next year there is an opportunity to combine camps in the afternoons to eliminate some staff and bring down expenses. A new specialty camp was offered this year in a joint effort between the Park District, Geneva Fire Department, and Geneva Police Department. The camp was structured as a half day camp for five consecutive days. The camp was geared to kids entering the first grade. Participants learned electrical, fire, bike, playground, water, and vehicle safety, as well as, covering stranger danger. At the end of the week there was a ceremony where Mayor Burns, Executive Director Vickers, and the Fire Department administrative staff attended. Mr. Dagley recommended implementing a 3% increase of participation fees for Peck Farm Park Camp. Commissioner Cladis left the meeting at 8:48 pm. Vice President Moffat made a motion to approve 2023 Peck Farm Camp Report and the recommendations as presented. Commissioner Jones seconded. Four ayes. Motion approved. Staff and Board thanked Mr. Dagley for presenting his report. Commissioner Cladis returned to the meeting at 8:50pm.

CITY OF GENEVA EASMENT AGREEMENT

Executive Director Vickers informed the Board that the City of Geneva has requested a construction easement as they prepare for roadway improvements. The easement is for a small parcel of property off of Water Street. Vice President Moffat made a motion to approve the 112 feet construction easement as presented. Commissioner Cullen seconded. All ayes. Motion approved.

FVSRA MEMBER CONTRIBUTION REQUEST

Executive Director Vickers reported on the FVSRA member contribution. She stated the levy request for the Fox Valley Special Recreation Association for this year is being proposed with an increase of 5.25%. The overall increase is 7%. The percent asked is a bit higher this year but, staff believe it is reasonable. Vice President Moffat made a motion to approve the proposed FVSRA member contribution increase of 5.25% for the 2023/24 budget year. Commissioner Cladis seconded. All ayes. Motion carried.

TAX LEVY ORDINANCE #2023-10 (1st draft)

Superintendent of Finance & Personnel Powell advised that this is the first draft of the tentative levy ordinance for next year. She reviewed the timeline and how the numbers are calculated for this Tax Levy Ordinance. Ms. Powell added that the District estimates new growth high which translates into a much higher tax levy to ensure that any new growth is captured. Because we are limited by the tax cap this levy will be reduced by the County to the maximum increase of 5%, less than the 2022 CPI of 6.5%, over the prior year's tax extension in addition to any new growth. The levy will be available for public review and will be reviewed again by the Board in November. It will be presented for final approval in December with a public hearing. The ordinance must be filed by the last Tuesday in December.

IAPD CREDENTIALS CERTIFICATE

Executive Director Vickers stated the Board and staff will need to assign delegates for the annual business meeting at the IAPD/IPRA conference on January 27th, 2024. Ms. Vickers volunteered to be the designee and Commissioner Jones volunteered to be the alternate.

EXECUTIVE SESSION

None

ADJOURN

Vice President Moffat made a motion to adjourn the meeting at 9:00 p.m. Commissioner Cullen seconded. All ayes. Motion carried.

Secretary

Submitted By: Nicole Vickers / Hannah Sterricker