

**GENEVA PARK DISTRICT**  
**REGULAR SCHEDULED MEETING MINUTES**  
**January 15, 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 Facility Manager Ryan Coffland, Aquatics & Facility Manager Joey Kalwat.

Press: None

Guests: Asst. Supt. of Recreation Kyle Donahue.

HEARING OF GUESTS

Executive Director Nicole Vickers recognized employee Jon Foust for his 15 years of employment.

READING OF MINUTES

Vice President Moffat made a motion to approve the minutes from the Public Hearing for the Tax Levy Ordinance of December 11, 2023, Regular Scheduled Meeting of December 11, 2023, and the Capital Planning Meeting Minutes from December 11, 2023 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 Cullen seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the December financial reports. The debt service payment has been made of approximately \$1.735 million. The District once again received a check from PDRMA for achieving accreditation in the Loss Control Review Process. 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

President Frankenthal asked if there were any changes to the agenda. Executive Director Vickers responded with no changes.

CORRESPONDENCE

Executive Director Vickers passed around the Media Relations Binder from the past month.

**OLD BUSINESS**

SAFETY COMMITTEE REPORT REVIEW

Supt. of Recreation Elliott Bortner presented the safety report reviewing the months of September through December. There was a total of 92 accident reports filed and 39 certificates of insurance collected and filed. Of those reports, 89 were accident reports for patrons, two were accident reports for employees, and one was a vehicle accident report. Mr. Bortner addressed a few safety highlights, as well as the nominated safety person of the month. President Frankenthal asked if the 89 accident reports include all severity levels of accidents. Mr. Bortner stated that the number does include all accidents. Ms. Vickers added that all reports are sent to the safety coordinator and if warranted, PDRMA. The safety coordinator and safety committee then review and analyze each accident report.

**MILL CREEK COMMUNITY PARK UTILITIES UPDATE**

Supt. of Parks & Properties Carl Gorra provided an update to the Board in regards to the water supply and sewer/septic services at Mill Creek Community Park. Mr. Gorra reminded the Board that staff has been actively working on acquiring water and sewer at Mill Creek Community Park from the Mill Creek Water Reclamation District (MCWRD). The park district was awarded an OSLAD grant in February 2023 which will help fund the redesign of Mill Creek Community Park including a restroom. The MCWRD controls permitting of water and wastewater services on the site. Mr. Gorra stated that the request for water into the site appears imminent. A conventional restroom with flushable toilets is the preferred option, which includes the addition of a sewer line connection. Mr. Gorra shared with the Board a possible connection with the school district’s bus barn along Keslinger Road which the park district would need to be approved by the school district, a local developer, and the MCWRD. Staff has also looked into a septic system which MCWRD has sole control over septic permitting. Mr. Gorra shared that another choice would be to forgo the flushable toilets and install a vault restroom or use port-o-lets, which is currently used. Commissioner Cladis asked if changing the restrooms and modifying the grant will be an issue. Executive Director Vickers stated that the park district’s architect, who also wrote the grant, does not believe it would cause issue, also stating that staff is not done pursuing flushable toilets. Commissioner Cullen asked if staff had looked into self-composting toilets. Mr. Gorra stated that he hadn’t but would look into it.

**COMMUNICATIONS**

Staff and Committee will meet on February 2, 2024 to go over the Short/Long Range Plan. Documents and the minutes from the meeting will be included at the February Board meeting.

Staff and Board members will be attending the Illinois Park and Recreation Association Conference January 26-28.

Staff is presently working on the annual full-time staff evaluations in preparation for our Personnel Policy Committee Meeting in March.

Executive Director Vickers thanked the Board for participating in last month’s capital planning meeting. Staff took note that the Board’s highest priorities included updating current facilities and updating Stone Creek Mini Golf.

The GPD Foundation has been working hard in cooperation with the NRC and the Library Foundation in preparation for the upcoming Wine, Cheese & Trees Fundraiser, to be held at the Library on February 24<sup>th</sup>.

The board and staff will soon be receiving Statements of Economic Interests by email. As in past years, it must be completed online by May 1, 2024 to avoid a late fee penalty.

Executive Director Vickers thanked the Parks Department for doing a phenomenal job keeping our parking lots and sidewalks plowed and shoveled over the past week as it has been a challenge with the amount of snow that has fallen.

**FUTURE MEETINGS**

Short/Long Range Planning (John Frankenthal & Peter Cladis)	February 2, 2024	2:00 P.M.
Geneva Park District Foundation Meeting	January 23, 2024	7:00 P.M.
Regular Scheduled Meeting	February 19, 2024	7:00 P.M.
Personnel & Policy Committee (Jay Moffat & Doug Jones)	TBD	TBD
Finance Committee – Budget Meeting (John Frankenthal & Jay Moffat)	TBD	TBD

**STAFF REPORTS**

**SUPERINTENDENT OF PARKS & PROPERTIES**

Supt. of Parks & Properties Gorra reviewed his report. The Parks Department is looking to fill an open position within the Peck Farm maintenance crew. Rafael Davalos received the Employee of the Year award from the

Midwest Institute of Park Executives. The Plat of Boundary Survey for Sandholm Woods Park has been completed. Staff finished mowing on December 22<sup>nd</sup>. Staff met with Kluber Architects to begin the discussions on the renovation of the Stone Creek mini golf building. Craiger Custom Woodworks finished the repair of the railing along back of the Peck house. Vice President Moffat asked what kind of wood was used for the repair. Mr. Gorra replied treated wood. Ice rinks have been set up and are ready to be filled. If the cold weather stays staff believe that the rinks will have ice this weekend. The Trades group E-Van has been upfitted for interior lighting, shelving, tool bins and cabinets. The Trades staff are replacing one of three pool filters that will keep Mill Creek Pool clean. The Parks Department has gone to public bid to replace a 2011 pickup truck. Battle of the Brush Piles has been postponed due to the extreme low temperatures. Parks staff again supported the TreeCycling program with the Unitarian Universalist Society of Geneva's Green Team by collecting and chipping up unsold Christmas trees. Kate Perez has sent out water samples for testing to determine the chemical properties of the water used to irrigate greenhouse crops. Once these properties are known, appropriate fertilizers can be selected to improve flower crop growth. The greenhouse staff have started seeding some of their spring flowers.

### SUPERINTENDENT OF RECREATION

Supt. of Recreation Elliott Bortner reviewed his report. Winter season programs have started and staff is currently working on the second draft of the spring brochure, which will go to print in February. All programs were cancelled last Friday due to snow. Commissioner Cladis asked how a Recreation Supervisor determines a class should be cancelled due to participation. Executive Director Vickers stated that it can vary from program to program and it isn't a set number of participants across the board. Mr. Bortner stated that if a class is to be cancelled it is done so three days before the start date. The Holiday Jingle Ball on December 17<sup>th</sup>, 2023 saw over 1,100 attendees between the two shows. Each show was 45 minutes and a digital copy was sent to everyone. The Super Shuffle 5K Race will take place on February 11<sup>th</sup>. BestLife Fitness held an open house on January 6<sup>th</sup>. Both facilities saw a great turnout for membership sales, tours and visits with sponsors on site. Construction has begun on the new office at SPRC. Staff is working with FGMA to develop concepts for the reimaged Kidz Korral. Staff will budget \$500,000 in capital improvements for this project in FY2024-2025. Staff is also preparing to begin the bidding process for a complete sanding, repainting, and finishing of the SPRC gym floor which is original to the building. President Frankenthal asked what the projected downtime would be. Mr. Bortner stated three weeks. Playhouse has auditions for youth show, Comic Book Artist, and the adult show, The Complete Works of Shakespeare. The annual Bagpipes and Bonfire took place on December 19, 2023 with over 100 participants enrolled. It was a chilly night but a great celebration. The winter Risk Watch Camp was held on January 5<sup>th</sup> with 20 kids enrolled. January 13<sup>th</sup> marked the first day of a new collaboration between Peck Farm Park and the Geneva Public Library. Peck staff will host a free monthly program at the library educating youth on nature-based topics and encouraging families to visit Peck Farm Park. Mr. Bortner reviewed the Bestlife Fitness reports.

### **NEW BUSINESS**

#### 2023 STONE CREEK MINIATURE GOLF ANNUAL REPORT

Facility Supervisor Ryan Coffland reviewed the 2023 Stone Creek Miniature Golf/Disc Golf Report. Mr. Coffland reviewed the hours of operation and indicated that prices were raised \$1.00 for both resident and non-resident golfers. During the 2023 season there were 15,256 walk-up daily rounds, which is just slightly down from last year. Group rentals increased, from this year to last year by 349 groups. Cosmic Golf remained a successful special event, as well as Kid's Day which had 12 more rounds in 2023 compared to 2022. Mr. Coffland stated that Cosmic Golf had 77 more rounds in 2023 compared to 2022, stating this may have been due to the hot temperatures that day. Cosmic Golf begins at 9:00pm giving participants some relief from the heat. Stone Creek Mini Golf offers a number of free rounds on Father's Day and Mother's Day as well as special promotion days where the number of rounds were down from 2022. Total revenue this season was \$122,929 which is the highest total revenue mini golf has had. Mr. Coffland recapped the 2023 recommendations; which 2022 recommendations were completed and which ones are ongoing. Vice President Moffat made a motion to approve the 2023 Stone Creek Mini Golf/Disc Golf Annual Report and recommendations as presented. Commissioner Cullen second. All ayes. Motion carried.

#### STONE CREEK MINI GOLF ARCHITECTURAL SERVICES

Supt. Gorra shared with the Board that the mini golf admission and concession building needs renovation including a restroom inside the building, air conditioning, and additional storage space. Kluber Architects has submitted a proposal for basic architectural services for the mini golf building. The firm would use the existing

building footprint, while adding additional space for needed improvements. Kluber received positive reviews from both the City of Aurora and St. Charles Park District. Commissioner Cladis asked if more storage and a restroom is added to the footprint where would you expand. Executive Director Vickers stated that the building would expand to the east. Ms. Vickers also mentioned that staff is keeping in mind that added shade is important to the Board and will be evaluated. Discussion continued between staff and the Board in regards to group rentals and birthday party space. Vice President Moffat made a motion to approve Kluber Architects professional services for the renovation of the Stone Creek Mini Golf building in the amount of \$21,250. Commissioner Jones seconded. All ayes. Motion carried.

#### 2023 BUDGET & PERSONNEL EVALUATION CALENDAR

Executive Director Vickers stated the 2024 Budget Calendar and Personnel Evaluation Calendar are included for the Board to review and noted that next month those meetings will commence.

#### VEHICLE PURCHASE

Supt. of Parks & Properties Gorra informed the Board that the Parks Department needs a new truck to replace a 2011 model that needs extensive repair including; brakes, tires, and a new truck bed to remain in service. Staff would like to replace the truck with a new Ford F-250 that is already outfitted with an eight-foot snowplow. Commissioner Cullen asked if the account that pays for this vehicle has any other vehicles or equipment staff anticipates will need to be purchased. Mr. Gorra stated that a mower may need to be purchased and the amount in the account will cover both the truck and mower. Vice President Moffat made a motion to approve the purchase of one Ford F-250 4X4 pickup truck with snowplow from Currie Motors Fleet in the amount of \$59,267. Commissioner Cladis seconded. All ayes. Motion carried.

#### PLAYGROUND EQUIPMENT PURCHASE

Supt. of Parks & Properties Gorra shared with the Board that there are two pieces of playground equipment at Preston Park. The newer half was installed in 2018 and the older half was installed in 2003. The older half contains a slide that has cracked and attempts to repair the slide have not been successful. Staff have selected a replacement feature called the Jupiter. Manufactured by Berliner Play Equipment, this unit features a maze of climbing ropes and ladders and encourages communal play by groups. Executive Director Vickers stated that this unit was chosen by the staff who takes care of the playgrounds. Ms. Vickers stated that making an effort to include the staff members who take care of our playground equipment is important. Vice President Moffat asked if staff will complete the demolition and installation. Mr. Gorra responded that staff will completed the demolition and he will determine at that time if staff will be able to complete the installation. Vice President Moffat made a motion to approve the expenditure of \$38,023 for the purchase of a Jupiter climber for Preston Park. Commissioner Jones seconded. All ayes. Motion carried.

#### BID RESULTS SUNSET POOL SLIDE GEL COATING

Aquatics & Facility Manager Joey Kalwat stated that the water slides have faded, rusted and need restoration. Upon evaluating the slides staff determined that gel coating the slides will preserve the life of the structure, as well as give the slides a fresh new look. In December 2023 bid documents were issued which included a base bid for restoration and gel coating of the three slides in the plunge pool, alternate #1 for restoration and gel coating of the two slides in the deep pool, alternate #2 for repainting of the slide supports in the plunge pool and alternate #3 for repainting of slide supports in the deep pool; with all work completed by May 3<sup>rd</sup>, 2024. Staff received four bids and preformed bid review, contractor scoping, contractor qualifications and reference review for proposals. Mr. Kalwat stated that the first low bidder is BP & T Construction. Staff reviewed their bid packet and noted that none of the references listed projects restoring water slides, and did not include photos of completed slide restoration projects, which were required in the bid documents. The second low bidder is Amusement Restoration Companies. The park district has worked with Amusement Restoration Companies previously and staff did not have a positive experience or feel their quality of work was acceptable. The third low bidder is Fischer Bros, LLC. Staff reviewed their bid packet submitted and noted no discrepancies or missing documents. Staff spoke with the references Fischer Bros, LLC provided and received very positive recommendations from all. Staff and Board members discussed base bid and alternate numbers submitted by all four bidders. Vice President Moffat made a motion to reject the two lowest bids and award the base bid for the 2023 Sunset Pool Slide Restoration Project to Fischer Bros, LLC in the amount of \$129,500; accept alternate #1 for the restoration of two slides in the deep pool in the amount of \$26,450; reject alternates #2 and #3 for slide

supports in both the plunge and deep pools; and authorize the Executive Director to execute said contract totaling \$155,950 accordingly. Commissioner Cullen seconded. All ayes. Motion carried.

ADJOURN

Vice President Moffat made a motion to adjourn the meeting at 8:34 p.m. Commissioner Cullen seconded. All ayes. Motion carried.

---

Secretary

Submitted By: Nicole Vickers / Hannah Sterricker