



## **REGULAR SCHEDULED MEETING**

**Location: Sunset Community Center; 710 Western Avenue**

**Date: March 18, 2024      Time: 7:00 PM**

### **AGENDA**

Call to Order

Roll Call

Hearing of Guests

Reading of Minutes:    Regular Scheduled Meeting – February 19, 2024  
   Personnel Policy Committee Meeting Minutes – March 13, 2024

Claims and Accounts

Treasurer's Report and Superintendent of Finance Report

Approval of the Agenda

### **CORRESPONDENCE**

### **OLD BUSINESS**

### **COMMUNICATIONS**

### **STAFF REPORTS**

Superintendent of Parks and Properties  
Superintendent of Recreation

### **NEW BUSINESS**

Peck House Railing Rebuild  
2024 Crack Fill, Sealcoat & Striping Bid Results  
Winding Creek Architect Proposal  
Spring Landscape Cleanup Bid Results  
Carriage Crest Easement  
Fitness Equipment Purchase  
Gym Floor Screening  
Personnel & Policy Committee Recommendations

### **EXECUTIVE SESSION**

Land Acquisition – (5ILCS 120/2 (c) (5))  
Personnel- (5ILCS 120/2 (c) (1))  
Litigation – (5ILCS 120/2 (c) (11)) (*Not anticipated*)

### **ADJOURN**

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
February 19, 2024  
7:00 p.m.**

**CALL TO ORDER**

Vice President Moffat called the meeting to order at 7:04 p.m.

**ROLL CALL**

Vice President Moffat called for the roll. Commissioner Doug Jones, Commissioner Peter Cladis, Commissioner Bre Cullen, and Vice President Jay Moffat all answered present. President John Frankenthal was absent.

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

Press: None

Guests: FGMA Architect, Maggie Krieger.

**HEARING OF GUESTS**

None.

**READING OF MINUTES**

Commissioner Cullen made a motion to approve the minutes from the Regular Scheduled Meeting of January 15, 2024 and the Long Range Planning Committee Meeting of February 2, 2024 as presented. Commissioner Cladis seconded. Four ayes. Motion carried.

**CLAIMS AND ACCOUNTS**

Commissioner Cullen 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**

Superintendent of Finance & Personnel Powell reviewed the January financial reports. Ms. Powell reported the blended rate is currently at 4.3%. Ms. Powell stated that we are on target with being 75% through the budget year. The Consumer Price Index (CPI) for the 2023 calendar year was released at 3.4%. Commissioner Cladis 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**

No changes were made to the agenda.

**CORRESPONDENCE**

The media relations binder was passed around.

**OLD BUSINESS**

**TAX ABATEMENT ORDINANCE #2024-01**

Supt. of Personnel & Finance Powell stated the tax levy associated with the Alternative Revenue Bonds must be abated annually. The tax levy for Series 2014 must be abated annually as these bonds are paid from the General and Recreation Funds. Abatement ordinances must be filed with Kane County by March 1. Vice President Moffat asked if the Park District is getting close to the last payment. Supt. Powell responded that the last payment will be made December 15, 2026. Commissioner Cladis made a motion to approve Ordinance #2024-01, an ordinance abating a portion of taxes heretofore levied to pay principal of and interest on certain General Obligation Refunding Bonds, the alternate revenue source, series 2014 of the Geneva Park District, Kane

County, Illinois. Commissioner Cullen seconded. A roll call vote was taken. Jones-aye, Cladis-aye, Cullen-aye, Moffat-aye, Frankenthal-absent. Four ayes. Motion carried.

**KIDZ KORRAL RENOVATION DESIGN STUDY RESULTS**

Supt. Bortner shared that Kidz Korral, the former child care center, has been closed since March 2020. Staff have received many comments with regards to additional stretching and free weight areas. Mr. Bortner introduced Maggie Krieger who presented two concepts for additional fitness space within the former Kidz Korral room. Concept one showed two separate spaces; flex fit space for fitness members and space for group fitness. Concept two included one large flex fit space for fitness member use. In both concepts the existing child restroom would be removed, the storage closet would be closed off and expanded into the current dance/fitness studio, and a drinking fountain/water bottle refill station would be added. Ms. Krieger informed that a new access for the room would be created to be viewable from the front desk. Vice President Moffat noted that adding or removing a bathroom can be expensive and asked if a universal bathroom can be an option. Ms. Krieger stated that adding a universal bathroom is helpful feedback. Executive Director Vickers noted that staff will analyze that option. Commissioner Cladis made a motion to approve the design concept number two for one large flex fit space and approve the proposal from FGMA, for the design and development through construction administration for a new flex fit room at SPRC in the amount of \$44,360 and authorize the Executive Director to execute said contract accordingly. Commissioner Jones seconded. Four ayes. Motion carried.

**COMMUNICATIONS**

The Personnel & Policy Committee is scheduled for March 13, 2024 at 3:00pm. Staff is working on the budget and will be looking to schedule a meeting with the Finance Committee in April. The annual Wine, Cheese, and Trees event will be held this Saturday, February 24<sup>th</sup> at the Library. Tickets are sold out. Executive Director Vickers stated that it is going to be a really fantastic event and very excited for the Geneva Park District Foundation, the Library Foundation and the Natural Resource Committee to all be working together. Staff is continuing to work on securing utilities at Mill Creek Community Park. Staff has received a letter of support from the school district. Executive Director Vickers has submitted a letter of request to Shodeen.

**FUTURE MEETINGS**

Personnel & Policy Committee Meeting (Jay Moffat & Doug Jones)	March 13, 2024	3:00 PM
Regular Scheduled Foundation Meeting	March 12, 2024	7:00 PM
Regular Scheduled Meeting	March 18, 2024	7:00 PM
Finance Committee – Budget Meeting (Jay Moffat & John Frankenthal)	TBD	

**SUPERINTENDENT OF RECREATION**

Supt. of Recreation Bortner’s report was reviewed by the Board. Vice President Moffat asked if there were any questions or comments. With no questions or comments Commissioner Cladis made a motion to approve the recreation report. Commissioner Jones seconded. Four ayes. Motion carried.

**SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks and Properties Gorra’s report was reviewed by the Board. Vice President Moffat asked if there were any questions or comments. With no questions or comments Commissioner Jones made a motion to approve the parks and properties report. Commissioner Cladis seconded. Four ayes. Motion carried.

**NEW BUSINESS**

**2024 SHORT & LONG RANGE PLAN ANNUAL GOALS & OBJECTIVES AND MASTER PLAN UPDATE**

Executive Director Vickers shared that the Long Range Planning Committee Report, as well as the meeting minutes are included in the packet. Vice President Moffat asked if there were any questions or comments. Commissioner Cladis shared that he was very impressed with the staff and all the work put into the goals and objectives and how wonderful it is to see how important it is to the staff to be working with other government agencies. Executive Director Vickers shared that intergovernmental work is always on the staff’s forefront. Commissioner Cladis made a motion to approve the 2024 short & long range goals and objectives and master plan update details. Commissioner Jones seconded. Four ayes. Motion carried.

### BESTLIFE FITNESS FEE INCREASE

Supt. Bortner shared with the Board that BestLife Fitness Center fees were last increased in September 2022. In effort to remain competitive to other area fitness centers staff is recommending user fee increases for all memberships, effective June 1, 2024 in tandem with the summer brochure. Mr. Bortner stated that the increases are based on percentages. Executive Director Vickers shared that our percentages are a bit askew due to decades of raising fees by a dollar amount. Staff has been working on getting the fees inline using percentages. Commissioner Jones made a motion to approve the proposed fees for BestLife Fitness effective June 1, 2024 as noted on the memo. Commissioner Cladis seconded. Four ayes. Motion carried.

### ZERO TURN MOWER PURCHASE

Supt. Gorra informed the Board that the Park District needs a new mower. The Mean Green Rival zero turn mower is a zero-emission, American made, electric mower. Vice President Moffat asked Mr. Gorra how long an all-electric mower can last per charge. Mr. Gorra responded that typically an electric mower lasts four to five hours but, this machine should last around eight hours. Commissioner Cladis asked what the life expectancy is of this machine. Mr. Gorra responded that the manufacturer states life expectancy is roughly 10,000 hours but, in his experience 2,500 to 3,500 hours is more accurate. A typical machine is running approximately 500 hours per year. Commissioner Jones made a motion to approve the expenditure of \$33,857 for the purchase of a Mean Green Rival mower. Commissioner Cladis seconded. Four ayes. Motion carried.

### MOWING BID RESULTS

Supt. Gorra informed the Board that for the upcoming season the Park District mowing crew will take back Garden Club, River, and Fargo Parks to mow in-house. This revised plan will increase mowing services to 22 parks totaling 175 acres and reduce contracted mowing to 29 parks totaling 98 acres. There were six bids received. Mr. Gorra completed reference checks for lowest bidder Aronia Landscape Inc. and determined reference checks to not be favorable. Second lowest bidder, Mark 1, had favorable reference checks. Commissioner Cladis made a motion to reject the bid from Aronia Landscape, Inc. and approve the base bid from Mark 1 Landscape for mowing 29 parks for the 2024 season in the amount of \$89,929. Commissioner Jones seconded. Four ayes. Motion carried.

### WESTERN AVENUE VENTILATOR REPLACEMENT

Supt. Bortner shared with the Board that the School District has notified the Park District that the unit ventilator at Western Avenue School is scheduled to be replaced and the bid process will soon begin. As part of that process, the School District would include the gymnasium air handler unit and the addition of a condensing unit for the gymnasium to air condition the gym during the warmer months. Supt. Bortner reminded the Board that many programs are held at Western Avenue School including our largest camp program. Executive Director Vickers informed the Board that high level heat days are very difficult to keep our participants cool. Commissioner Cullen asked if the Park District intends to continue programming at Western Avenue School. Executive Director Vickers stated that the Park District does not foresee discontinuing using Western Avenue School gymnasium as programmatic space. Commissioner Cullen made a motion to approve the expenditure of \$295,000 for the Western Avenue School gymnasium air handler and addition of a condensing unit. Commissioner Jones seconded. Four ayes. Motion carried.

### EXECUTIVE SESSION

None

### ADJOURN

Commissioner Jones made a motion to adjourn the meeting at 8:13 p.m. Commissioner Cladis seconded. Four ayes. Motion carried.

---

Secretary, Board of Commissioners  
Geneva Park District

Submitted By: Nicole Vickers / Hannah Sterricker

## **MINUTES OF PERSONNEL COMMITTEE MEETING**

**DATE:** March 13, 2024

**TIME:** 3:00pm- 4:25pm

**PLACE:** Sunset Community Center

**PRESENT:** Vice President Moffat, Commissioner Jones, Nicole Vickers and Christy Powell

The meeting was called to order at 3:07pm.

There were no guests present. The purpose of the committee meeting is to discuss salary and wage information for fiscal year 2024-25. Information to be covered included the compensation report, 2023 agency accomplishments, organizational chart; survey of park district projected salary and wage increase; salary policy; 2024-25 proposed full-time salary and wage ranges, 2024-25 proposed part-time/seasonal salary and wage ranges; and 2024-25 proposed full-time salary and wage recommendations.

At 3:07 p.m., Vice President Moffat made a motion to go into Executive Session. Commissioner Jones seconded.

The board returned to the Personnel Committee Meeting at 4:25 p.m.

### **SALARY INCREASE RECOMMENDATIONS**

The committee is recommending approval by the full board of the following documents: organizational chart with changes noted; the salary policy; the 2024-25 proposed full-time salary and wage ranges; the 2024-25 proposed part-time/seasonal salary and wage ranges; the 2024-25 proposed full-time salary and wage recommendations which includes the Executive Director salary using a salary increase pool of five percent which equated to an average increase in salary and wages of 4.53%.

### **ADJOURN**

Vice President Moffat made a motion to adjourn the meeting at 4:25 p.m. Commissioner Jones seconded. All ayes. Motion carried.

---

Secretary

Submitted By: Christy Powell

DATE: 03/13/24  
TIME: 08:15:47  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

GENERAL PAID

PAGE: 1

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79856	U.S. POSTAL SERVICE	SPRING PROGRAM GUIDE POSTAGE	RECREATION / PUBLIC INFORMATION	4,759.49
			CHECK TOTAL	4,759.49
79857	CASH	GLPTI STIPENDS - CARL & KEN	CORPORATE / PARKS ADMINISTRATION	148.00
			CHECK TOTAL	148.00
79858	ACE HARDWARE GENEVA	SALT SPREADER PARTS	CORPORATE / PECK FARM	2.68
			CHECK TOTAL	2.68
79859	ACCURATE OFFICE SUPPLY CO	SANITATION SUPPLIES	RECREATION / SPRC	282.72
		CARDSTOCK	RECREATION / REC ADMINISTRATION	21.72
			CHECK TOTAL	304.44
79860	ALARM DETECTION SYSTEMS	WHEELER ALARM QUARTERLY	CORPORATE / PARKS ADMINISTRATION	155.10
			CHECK TOTAL	155.10
79861	BALLOON ENDEAVOR	FUN W SON EVENT HELIUM TANK	RECREATION / MOM & SON NIGHT	525.00
			CHECK TOTAL	525.00
79862	CENTURY LAUNDRY DISTRIBUTING	LAUNDRY MACHINE DOOR SWITCH	RECREATION / SPRC	94.04
			CHECK TOTAL	94.04
79863	CHASE CARD SERVICES	IPRA/IAPD STAFF DINNER	CORPORATE / PARKS ADMINISTRATION	245.97
		IPRA/IAPD STAFF DINNER	RECREATION / REC ADMINISTRATION	245.97
		KZ SUPPLIES - FES	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	247.72
		KZ SUPPLIES - HES	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	199.04
		KZ SUPPLIES - MCS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	152.42
		KZ SUPPLIES - HSS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	131.56
		KZ CRAFT SUPPLIES - WAS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	202.79
		SOCIAL MEDIA MARKETING ADS	RECREATION / PUBLIC INFORMATION	106.32
		PH 38 ANNIVERSARY SIGNS	RECREATION / PUBLIC INFORMATION	12.00
		PH 38 ANNIVERSARY BALLOONS	RECREATION / PUBLIC INFORMATION	9.54
		MONTHLY EMAIL MARKETING	RECREATION / PUBLIC INFORMATION	261.00
		EVENT TALLY COUNTER	RECREATION / PUBLIC INFORMATION	7.99
		SUPER SHUFFLE RUNNER BAGS	RECREATION / SUPER BOWL SHUFFLE	494.33
		BACKDROP STANDS FOR EVENTS	RECREATION / REC ADMINISTRATION	104.97
		BACKDROPS FOR EVENTS	RECREATION / REC ADMINISTRATION	396.00
		PH 38 ANNIVERSARY SUPPLIES	RECREATION / PUBLIC INFORMATION	17.50

DATE: 03/13/24  
TIME: 08:15:57  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 2

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79863	CHASE CARD SERVICES	PUMPKIN SMASH BANNER	CORPORATE / PECK FARM	100.00
		CANVA SUBSCRIPTION	CORPORATE / PECK FARM	14.99
		GOOGLE AND APPLE STORAGE	CORPORATE / PECK FARM	2.98
		SANITATION SUPPLIES	CORPORATE / PECK FARM	46.37
		100 MILE HIKE CLUB SHIRTS	CORPORATE / PECK FARM	108.00
		FOOD AND SUPPLIES FOR ANIMALS	CORPORATE / PECK FARM	168.12
		WRIST BANDS FOR RELEASE PARTY	CORPORATE / PECK FARM	55.00
		CORD CONCEALER	CORPORATE / PECK FARM	59.98
		KCCN STAFF SHIRTS	CORPORATE / LEARN FROM THE EXPERTS	125.00
		EARTH DAY SHREDDING DEPOSIT	CORPORATE / PECK FARM GENERAL PROGRAMS	300.00
		SUNDAES ON SUNDAY SUPPLIES	CORPORATE / PECK FARM GENERAL PROGRAMS	25.08
		BASSET CERTIFICATION - KATE	RECREATION / REC ADMINISTRATION	13.99
		SUPER SHUFFLE GIFT CARDS	RECREATION / SUPER BOWL SHUFFLE	115.00
		LABEL MAKER TAPE REFILLS	CORPORATE / PARKS ADMINISTRATION	10.08
		PARK LOPPERS	CORPORATE / PARKS ADMINISTRATION	25.20
		DISPOSABLE GLOVES	CORPORATE / PARKS ADMINISTRATION	3.50
		PECK SHOP PLUMBING REPAIR	CORPORATE / PARKS ADMINISTRATION	30.08
		PECK TRASHCAN	CORPORATE / PARKS ADMINISTRATION	12.25
		MISC TOOLS	CORPORATE / PARKS ADMINISTRATION	193.94
		PECK OB VACUUM	CORPORATE / PECK FARM	66.50
		PECK OB AIR FRESHENERS	CORPORATE / PECK FARM	9.68
		MOORE SPRAYGROUND TIMER	CORPORATE / MOORE SPRAY PARK	8.05
		FIT EQUIPMENT ROLLER CARTS	RECREATION / SUNSET RACQUETBALL & FITNESS	16.10
		SUNSET DOOR MAT	RECREATION / SUNSET RACQUETBALL & FITNESS	8.75
		AQUATIC CEMENT REPAIRS	RECREATION / MILL CREEK POOL	27.30
		MINI GOLF DOOR HANDLE	RECREATION / MINIATURE GOLF	24.50
		JAYCEE DOOR HANDLE	CORPORATE / PARKS ADMINISTRATION	26.25
		TREES AND CONSERVATION VIDEOS	CORPORATE / PARKS ADMINISTRATION	30.46
		IPRA CONFERENCE HOTEL	CORPORATE / PARKS ADMINISTRATION	77.48
		ILCA TRADESHOW TICKETS	CORPORATE / PARKS ADMINISTRATION	270.00
		TOILET PAPER AND GLOVES	CORPORATE / PARKS ADMINISTRATION	71.78
		GLOVES FOR PARKS STAFF	CORPORATE / PARKS ADMINISTRATION	115.15
		PLAYGROUND REPAIRS	CORPORATE / PARKS ADMINISTRATION	16.97
		SCAG MOWER TIRES	CORPORATE / PARKS ADMINISTRATION	733.98
		ICE RINK HOSE NOZZLES	CORPORATE / PARKS ADMINISTRATION	22.21
		AMAZON RETURN	CORPORATE / PARKS ADMINISTRATION	-52.99
		IPRA CONFERENCE HOTEL	RECREATION / REC ADMINISTRATION	77.47
		YOUTH BASKETBALL SUPPLIES	RECREATION / BOYS BASKETBALL	28.79

DATE: 03/13/24  
TIME: 08:15:59  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 3

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79863	CHASE CARD SERVICES	BOYS BASKETBALL SHIRTS ADD ON	RECREATION / BOYS BASKETBALL	48.00
		SUPER SHUFFLE ICE	RECREATION / SUPER BOWL SHUFFLE	28.95
		PH38 TECH EQUIPMENT	RECREATION / PLAYHOUSE 38	126.97
		IPRA CONFERENCE HOTEL	RECREATION / REC ADMINISTRATION	154.95
		IPRA PRO CONNECT	RECREATION / REC ADMINISTRATION	125.00
		JOB FAIR PRIZE	RECREATION / REC ADMINISTRATION	25.00
		NIU JOB FAIR REFUND	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	-275.00
		KZ SUPPLIES - HSS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	224.89
		KZ SUPPLIES - WES	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	187.08
		IPRA CONFERENCE HOTEL	RECREATION / REC ADMINISTRATION	154.95
		DAY OFF FUN ZONE FIELD TRIP	RECREATION / IN SERVICE DAYS PROGRAMS	598.50
		DAY OFF FUN ZONE FIELD TRP DEP	RECREATION / IN SERVICE DAYS PROGRAMS	60.00
		SNACK FOR BEACH DAY	RECREATION / PARK DISTRICT PRESCHOOL	17.76
		APPLES FOR VALENTINE PARTY	RECREATION / PARK DISTRICT PRESCHOOL	32.76
		ICE PACKS & CONSTR PAPER	RECREATION / PARK DISTRICT PRESCHOOL	58.22
		VALENTINE PARTY DECORATIONS	RECREATION / PARK DISTRICT PRESCHOOL	14.91
		CONSTR PAPER & CRAFT STICKS	RECREATION / TODDLERS	138.81
		CRAFT SUPPLIES	RECREATION / TODDLERS	139.81
		CPR ADULT LUNG BAGS	RECREATION / REC ADMINISTRATION	149.33
		CPR INFANT LUNG BAGS	RECREATION / REC ADMINISTRATION	197.56
		DAUGHTER DATE NIGHT DECOR	RECREATION / JUST DAD 'N ME	332.86
		DAUGHTER DATE NIGHT DRINKS	RECREATION / JUST DAD 'N ME	101.51
		DAUGHTER DATE NIGHT GOODY BAGS	RECREATION / JUST DAD 'N ME	118.88
		FIT CLASSES DUMBBELL WEIGHTS	RECREATION / EXERCISE & AEROBICS	46.30
		ELECTRIC BALL PUMP	RECREATION / EXERCISE & AEROBICS	24.31
		FITNESS HEADSET/SPEAKER	RECREATION / EXERCISE & AEROBICS	99.00
		STARFISH AQUATICS WORKSHOP	RECREATION / SUNSET POOL	179.00
		SHAKESPEARE ADULT SCRIPTS	RECREATION / PLAYHOUSE 38	450.00
		COMIC BOOK ARTIST YOUTH SCRIPT	RECREATION / PLAYHOUSE 38	368.50
		PH 38 ANNIVERSARY SUPPLIES	RECREATION / PLAYHOUSE 38	65.64
		SPEAKER RETURN	RECREATION / PLAYHOUSE 38	-184.90
		SPRING DANCE RECITAL COSTUMES	RECREATION / BALLET DANCE RECITAL	8,277.62
		ANGELS CHEER UNIFORMS	RECREATION / CHEERLEADING	2,444.22
		BAGS FOR UNIFORM SORTING	RECREATION / CHEERLEADING	6.91
		SHIPPING RETURN FOR SHOES	RECREATION / CHEERLEADING	11.60
		CONCESSION CANDY AND SUPPLIES	RECREATION / SUNSET DANCE COMPANY	590.28
		DANCE COMPANY COSTUMES	RECREATION / SUNSET DANCE COMPANY	1,196.82
		BLUETOOTH SPEAKER FOR CHEER	RECREATION / CHEERLEADING	71.50



DATE: 03/13/24  
TIME: 08:16:01  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 4

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79863	CHASE CARD SERVICES	BALLET PROGRAM SUPPLIES	RECREATION / BALLET CLASSES	9.99
		CPR CERTIFICATES	RECREATION / REC ADMINISTRATION	532.00
		IPAD FOR GYMNASTICS CAMPS	RECREATION / GYMNASTICS	249.00
		GYMNASTICS TEAM MEET FEES	RECREATION / GYMNASTICS	101.98
		CPRP RENEWAL	RECREATION / REC ADMINISTRATION	70.00
		KZ SUPPLIES - WAS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	140.03
		GOOGLE MONTHLY CHARGE	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	6.00
		COORDINATOR LUNCH & LEARN	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	105.30
		VENDING SUPPLIES	RECREATION / SPRC	260.76
		VENDING SUPPLIES	RECREATION / SUNSET RACQUETBALL & FITNESS	260.76
		JAR AND CANDY - MEMBER GAME	RECREATION / SUNSET RACQUETBALL & FITNESS	27.94
		JAR AND CANDY - MEMBER GAME	RECREATION / SPRC	27.94
		AIR BLOWER	RECREATION / MOVIE IN THE PARK	78.99
		BESTLIFE PENS	RECREATION / SUNSET RACQUETBALL & FITNESS	81.49
		MAILBOXES	RECREATION / SPRC	15.90
		OFFICE NAME PLATES	RECREATION / SPRC	51.96
		BESTLIFE PENS	RECREATION / SPRC	81.50
		LIGHT COVER	RECREATION / SPRC	52.99
		AUDIO AMP/MIXERS	RECREATION / SPRC	93.49
		BASKETBALLS	RECREATION / OPEN GYM- NEW BLDG	129.23
		SUPER SHUFFLE DECORATIONS	RECREATION / SUPER BOWL SHUFFLE	28.88
		SUPER SHUFFLE CONCESSIONS	RECREATION / SUPER BOWL SHUFFLE	1,122.00
		COAT HOOKS	RECREATION / REC ADMINISTRATION	59.23
		SRFC SCALE AND CLOCKS	RECREATION / SUNSET RACQUETBALL & FITNESS	89.74
		SRFC SAUNA THERMOSTAT	RECREATION / SUNSET RACQUETBALL & FITNESS	113.33
		IPRA CONFERENCE HOTEL ROOM	RECREATION / REC ADMINISTRATION	154.95
		BIRTHDAY PARTY FOOD/DRINKS	RECREATION / SPRC BIRTHDAY PARTIES	224.87
		KITCHEN BDAY PARTY SUPPLIES	RECREATION / SPRC BIRTHDAY PARTIES	51.24
		IPRA CONFERENCE HOTEL ROOMS	RECREATION / REC ADMINISTRATION	424.05
		IPRA CONFERENCE HOTEL ROOMS	CORPORATE / PARKS ADMINISTRATION	669.06
		STAFF ANNIVERSARY AWARD FOUST	RECREATION / REC ADMINISTRATION	150.00
		COMPUTER CHAIR - DAWN	RECREATION / REC ADMINISTRATION	89.99
		OFFICE SUPPLIES	RECREATION / REC ADMINISTRATION	32.29
		BOARD MEETING DRINKS/COFFEE	RECREATION / REC ADMINISTRATION	53.78
		FOUNDATION BRONZE LEAVES	RECREATION / REC ADMINISTRATION	10.80
		FOUNDATION NAME TAGS	RECREATION / REC ADMINISTRATION	139.80
		CABLES FOR CC READERS	RECREATION / REC ADMINISTRATION	28.90
		WCT RAFFLE TICKETS	RECREATION / REC ADMINISTRATION	11.29

DATE: 03/13/24  
TIME: 08:16:04  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 5

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79863	CHASE CARD SERVICES	SUPER SHUFFLE CHIPS	RECREATION / SUPER BOWL SHUFFLE	59.46
		SRFC DIALPAD PHONE SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	29.98
		REC DIALPAD PHONE SVC	RECREATION / REC ADMINISTRATION	179.87
		SPRC DIALPAD PHONE SVC	RECREATION / SPRC	959.33
		WHEELER DIALPAD PHONE SVC	CORPORATE / PARKS ADMINISTRATION	179.87
		MINI GOLF DIALPAD PHONE SVC	RECREATION / MINIATURE GOLF	44.97
		PFP DIALPAD PHONE SVC	CORPORATE / PECK FARM	104.93
		IPRA CONFERENCE HOTEL	CORPORATE / PARKS ADMINISTRATION	77.47
		IPRA CONFERENCE HOTEL	RECREATION / REC ADMINISTRATION	77.48
		PAINT FOR SUNSET	CORPORATE / PARKS ADMINISTRATION	177.94
		PAINT FOR SUNSET	CORPORATE / PARKS ADMINISTRATION	30.45
		PAINTING SUPPLIES	CORPORATE / PARKS ADMINISTRATION	194.33
		PAINT FOR SPRC	CORPORATE / PARKS ADMINISTRATION	179.75
		AMERICAN HORT MEMBERSHIP	CORPORATE / PARKS ADMINISTRATION	295.00
		IPRA CONFERENCE PARKING	CORPORATE / PARKS ADMINISTRATION	142.69
		IPRA CONFERENCE HOTEL	CORPORATE / PARKS ADMINISTRATION	309.94
		PAINT AND PAINTING SUPPLIES	CORPORATE / PARKS ADMINISTRATION	185.04
		FLOWER SEEDS	CORPORATE / PARKS ADMINISTRATION	23.50
		CLOVER SEED	CORPORATE / PARKS ADMINISTRATION	42.43
		COMPOSTABLE FLOWER POTS	CORPORATE / PARKS ADMINISTRATION	50.70
		LADYBUGS	CORPORATE / PARKS ADMINISTRATION	52.00
		FORKLIFT RENTAL PFP BALLFIELD	CORPORATE / PARKS ADMINISTRATION	971.25
		TV RECYCLING - 4 UNITS	CORPORATE / PARKS ADMINISTRATION	140.00
			CHECK TOTAL	32,571.44
79864	CHASEWOOD LEARNING	CHASEWOOD W1-24	RECREATION / YOUTH	4,050.00
			CHECK TOTAL	4,050.00
79865	THE CHILLED PALETTE, INC.	MOM/ME CHILLED PALETTE W24	RECREATION / YOUTH	105.00
			CHECK TOTAL	105.00
79866	CITY OF GENEVA	SCC - WATER	RECREATION / REC ADMINISTRATION	117.69
		SRFC - WATER	RECREATION / SUNSET RACQUETBALL & FITNESS	274.61
		WHEELER MAINT - WATER	CORPORATE / PARKS ADMINISTRATION	2,532.60
		MG - WATER	CORPORATE / PARKS ADMINISTRATION	70.78
		ISLAND PK - WATER	CORPORATE / PARKS ADMINISTRATION	29.04
		IST ST BATHROOMS - WATER	CORPORATE / PARKS ADMINISTRATION	30.88
		SOUTH ST BALLFIELDS - WATER	CORPORATE / PARKS ADMINISTRATION	111.97

DATE: 03/13/24  
TIME: 08:16:08  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 6

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79866	CITY OF GENEVA	GREENHOUSE - WATER	CORPORATE / PARKS ADMINISTRATION	183.72
		GARDEN CLUB PK - WATER	CORPORATE / PARKS ADMINISTRATION	43.42
		POOL - WATER	RECREATION / SUNSET POOL	326.68
		MOORE PARK - WATER	CORPORATE / MOORE SPRAY PARK	73.63
		SPRC - WATER	RECREATION / SPRC	624.33
		COMM GARDENS - WATER	CORPORATE / COMMUNITY GARDEN	111.97
		ISLAND PK - ELECTRIC	CORPORATE / PARKS ADMINISTRATION	23.75
		ESPING PK FLAGPOLE - ELECTRIC	CORPORATE / PARKS ADMINISTRATION	22.96
		HSS TENNIS COURTS - ELECTRIC	CORPORATE / PARKS ADMINISTRATION	94.14
		JAYCEE PARK - ELECTRIC	CORPORATE / PARKS ADMINISTRATION	20.30
		WHEELER PARK - ELECTRIC	CORPORATE / PARKS ADMINISTRATION	44.78
		WHEELER MAINT - ELECTRIC	CORPORATE / PARKS ADMINISTRATION	1,079.34
		PECK HOUSE - ELECTRIC	CORPORATE / PECK FARM	257.49
		PPF MAINT - ELECTRIC	CORPORATE / PECK FARM	786.34
		SCC - ELECTRIC	RECREATION / REC ADMINISTRATION	22.24
		SCC - ELECTRIC	RECREATION / REC ADMINISTRATION	1,325.24
		SRFC - ELECTRIC	RECREATION / SUNSET RACQUETBALL & FITNESS	903.12
		SRFC - ELECTRIC	RECREATION / SUNSET RACQUETBALL & FITNESS	234.28
		POOL - ELECTRIC	RECREATION / SUNSET POOL	285.67
		SUNSET BALLFIELDS - ELECTRIC	RECREATION / ADULT SOFTBALL	20.30
		MOORE PARK - ELECTRIC	CORPORATE / MOORE SPRAY PARK	44.16
		SPRC - ELECTRIC	RECREATION / SPRC	4,303.58
		PH 38 - ELECTRIC	RECREATION / PLAYHOUSE 38	45.54
			CHECK TOTAL	14,044.55
79867	COM ED	COM ED - MC COMMUNITY PARK	CORPORATE / PARKS ADMINISTRATION	21.47
			CHECK TOTAL	21.47
79868	CRANE PAYMENT INNOVATIONS	FEB MONTHLY VENDING SVC	RECREATION / SPRC	17.90
		FEB MONTHLY VENDING SVC	RECREATION / SUNSET RACQUETBALL & FITNESS	8.95
			CHECK TOTAL	26.85
79869	DAILY HERALD	GYM FLOOR RESURFACE BID NOTICE	RECREATION / REC ADMINISTRATION	112.70
			CHECK TOTAL	112.70
79870	DESIGNSPRING GROUP	SPRING BROCHURE DESIGN 2 OF 2	RECREATION / PUBLIC INFORMATION	3,144.00
			CHECK TOTAL	3,144.00

DATE: 03/13/24  
TIME: 08:16:11  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 7

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79871	DEPAW PET RESORT	DEPAW W 24	RECREATION / ADULT	131.60
			CHECK TOTAL	131.60
79872	NRG BUSINESS MARKETING	NRG - POOL	RECREATION / SUNSET POOL	153.68
		NRG - GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	857.56
		NRG - WHEELER MAINT	CORPORATE / PARKS ADMINISTRATION	326.73
		NRG - SPRC	RECREATION / SPRC	1,587.57
		NRG - SCC	RECREATION / REC ADMINISTRATION	774.74
		NRG - SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	170.07
		NRG - PECK HOUSE	CORPORATE / PECK FARM	162.25
		NRG - PECK MAINT	CORPORATE / PECK FARM	290.57
			CHECK TOTAL	4,323.17
79873	DIRT-N-TURF CONSULTING, INC.	SOIL TESTING SERVICES	CORPORATE / PARKS ADMINISTRATION	673.00
			CHECK TOTAL	673.00
79874	EXCAL TECH	NEW EMPLOYEE COMPUTER SETUP	RECREATION / REC ADMINISTRATION	93.00
			CHECK TOTAL	93.00
79875	FOX VALLEY SPECIAL RECREATION	JAN 2024 INCLUSION HOURS	SPECIAL RECREATION / SPECIAL RECREATION	4,639.63
			CHECK TOTAL	4,639.63
79876	C.D. FORD & SONS	GREENHOUSE GROWING MIX	CORPORATE / PARKS ADMINISTRATION	681.50
			CHECK TOTAL	681.50
79877	FUN EXPRESS LLC	DAUGHTER DATE NIGHT SUPPLIES	RECREATION / JUST DAD 'N ME	801.90
			CHECK TOTAL	801.90
79878	THE GARDEN PLATE	COOKING W2 24	RECREATION / YOUTH	392.00
			CHECK TOTAL	392.00
79879	GENEVA CUSD #304	SS ADDITIONAL CLEANING CHARGE	RECREATION / SUPER BOWL SHUFFLE	13.50
			CHECK TOTAL	13.50
79880	GRAF TREE CARE, INC.	CONTRACTED TREE PRUNING	CORPORATE / PARKS ADMINISTRATION	9,954.00
			CHECK TOTAL	9,954.00
79881	HARRIS COMPUTER SYSTEMS	W-2 TAX FORMS	CORPORATE / PARKS ADMINISTRATION	179.92

DATE: 03/13/24  
TIME: 08:16:17  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 8

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79881	HARRIS COMPUTER SYSTEMS	W-2 TAX FORMS	RECREATION / REC ADMINISTRATION	179.93
		1099 TAX FORMS	CORPORATE / PARKS ADMINISTRATION	85.90
		1099 TAX FORMS	RECREATION / REC ADMINISTRATION	85.90
			CHECK TOTAL	531.65
79882	IAP	HOLD SERVICE MESSAGE - ANNUAL	RECREATION / PUBLIC INFORMATION	700.00
			CHECK TOTAL	700.00
79883	ILLINOIS STATE POLICE	REC BACKGROUND CHECKS	RECREATION / REC ADMINISTRATION	110.00
			CHECK TOTAL	110.00
79884	MAGIC OF GARY KANTOR	MAGIC WINTER 24	RECREATION / YOUTH	115.50
			CHECK TOTAL	115.50
79885	FP MAILING SOLUTIONS	POSTAGE METER AGREEMENT	RECREATION / REC ADMINISTRATION	24.00
		POSTAGE METER AGREEMENT	CORPORATE / PARKS ADMINISTRATION	24.00
		POSTAGE METER AGREEMENT	RECREATION / SUNSET RACQUETBALL & FITNESS	24.00
		POSTAGE METER AGREEMENT	RECREATION / SPRC	24.00
			CHECK TOTAL	96.00
79886	MENARDS	HAMMERS AND MULTI TOOL	RECREATION / SPRC	36.77
		PECK SHOP LED BULBS	CORPORATE / PARKS ADMINISTRATION	159.96
		MINI GOLF DECK REPAIR	RECREATION / MINIATURE GOLF	19.26
		PECK FIELD SIGNS REPAIRS	CORPORATE / PARKS ADMINISTRATION	75.95
		MINI GOLF SPEAKER WIRE	RECREATION / MINIATURE GOLF	32.99
		PFP OB RENOVATIONS - TAPE	CORPORATE / PARKS ADMINISTRATION	15.48
		SUNSET PUMP ROOM PAINT/BRUSH	RECREATION / SUNSET POOL	11.24
		PFP OB RENOVATION SUPPLIES	CORPORATE / PARKS ADMINISTRATION	64.55
		WIRE DISCONNECTORS	RECREATION / SPRC	1.34
		BLADES AND BITS	CORPORATE / PARKS ADMINISTRATION	26.97
		SUNSET POOL PUMP ROOM	RECREATION / SUNSET POOL	97.80
		WASHBURN PLAYGROUND REPAIR	CORPORATE / PARKS ADMINISTRATION	31.18
		WASHBURN PLAYGROUND REPAIRS	CORPORATE / PARKS ADMINISTRATION	31.05
		MILL CREEK TENNIS BANG BOARD	CORPORATE / PARKS ADMINISTRATION	229.80
			CHECK TOTAL	834.34
79887	MENDEL PLUMBING & HEATING INC	WHEELER HEATING UNIT REPAIR	CORPORATE / PARKS ADMINISTRATION	527.00
			CHECK TOTAL	527.00

DATE: 03/13/24  
TIME: 08:16:29  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 9

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79888	METRONET	METRONET - PH 38	RECREATION / PLAYHOUSE 38	82.15
			CHECK TOTAL	82.15
79889	METRONET	METRONET - WHEELER MAINT	CORPORATE / PARKS ADMINISTRATION	122.20
			CHECK TOTAL	122.20
79890	METRONET	METRONET - SPRC	RECREATION / SPRC	269.90
		METRONET - SCC	RECREATION / SUNSET RACQUETBALL & FITNESS	272.20
		METRONET - MINI GOLF	RECREATION / MINIATURE GOLF	-36.97
			CHECK TOTAL	505.13
79891	MILL CREEK WRD	MC POOL	RECREATION / MILL CREEK POOL	135.85
		MC POOL	RECREATION / MILL CREEK POOL	39.94
			CHECK TOTAL	175.79
79892	NICOR GAS	NICOR - WHEELER MAINT	CORPORATE / PARKS ADMINISTRATION	285.14
		NICOR - GREENHOUSE	CORPORATE / PARKS ADMINISTRATION	467.31
		NICOR - WHEELER PARK	CORPORATE / PARKS ADMINISTRATION	53.57
		NICOR - PFP HOUSE	CORPORATE / PECK FARM	119.50
		NICOR - PECK MAINT	CORPORATE / PECK FARM	156.73
		NICOR - SCC	RECREATION / REC ADMINISTRATION	421.53
		NICOR - SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	128.33
		NICOR - SPRC	RECREATION / SPRC	733.98
		NICOR - POOL	RECREATION / SUNSET POOL	342.77
			CHECK TOTAL	2,708.86
79893	NUTOYS LEISURE PRODUCTS	PLAYGROUND PARTS	CORPORATE / PARKS ADMINISTRATION	37.57
			CHECK TOTAL	37.57
79894	PDRMA	OSHA TRAINING - LAUREN	CORPORATE / PARKS ADMINISTRATION	65.00
		OSHA TRAINING - JOSH R	CORPORATE / PARKS ADMINISTRATION	65.00
			CHECK TOTAL	130.00
79895	PDRMA	EMPTY INSURANCE - HEALTH	CORPORATE / PARKS ADMINISTRATION	29,929.81
		EMPTY INSURANCE - HEALTH	RECREATION / REC ADMINISTRATION	35,522.58
		EMPLOYEE LIFE INSURANCE	CORPORATE / ADMINISTRATIVE	280.74
			CHECK TOTAL	65,733.13

DATE: 03/13/24  
TIME: 08:16:34  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 10

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79896	PETERS ELECTRIC	SUNSET PARK SOLAR FLAG LIGHT	CORPORATE / PARKS ADMINISTRATION	604.00
			CHECK TOTAL	604.00
			CHECK TOTAL	0.00
79898	SHAZAM RACING	SS5K SHAZAM RACING FEE	RECREATION / SUPER BOWL SHUFFLE	3,217.48
			CHECK TOTAL	3,217.48
79899	SMG SECURITY HOLDINGS, LLC	PFP SECURITY CAMERA MONTHLY	CORPORATE / PECK FARM	106.33
			CHECK TOTAL	106.33
79900	SOUNDS LIKE MUSIC LLC	YOUTH MUSIC WINTER 24	RECREATION / YOUTH	980.00
		ADULT MUSIC WINTER 24	RECREATION / ADULT	140.00
			CHECK TOTAL	1,120.00
79901	STARGUARD ELITE, LLC	SGE CONFERENCE - CHRIS	RECREATION / SUNSET POOL	180.25
			CHECK TOTAL	180.25
79902	SUBURBAN PROPANE-7800	PROPANE FUEL	CORPORATE / PARKS ADMINISTRATION	371.08
			CHECK TOTAL	371.08
79903	OFFICIAL FINDERS LLC	BOYS BASKETBALL OFFICIALS	RECREATION / BOYS BASKETBALL	1,360.00
		GIRLS BASKETBALL OFFICIALS	RECREATION / GIRLS BASKETBALL	120.00
		SPRC BASKETBALL OFFICIALS	RECREATION / SPRC ADULT LEAGUES	240.00
		BOYS BASKETBALL SCOREKEEPER	RECREATION / BOYS BASKETBALL	380.00
		GIRLS BASKETBALL SCOREKEEPER	RECREATION / GIRLS BASKETBALL	60.00
		ADULT BASKETBALL SCOREKEEPER	RECREATION / SPRC ADULT LEAGUES	60.00
		YOUTH BBALL REFEREES/OFFICIALS	RECREATION / BOYS BASKETBALL	880.00
		GIRLS BBALL REFEREES/OFFICIALS	RECREATION / GIRLS BASKETBALL	200.00
		BOYS BASKETBALL SCOREKEEPERS	RECREATION / BOYS BASKETBALL	220.00
		GIRLS BASKETBALL SCOREKEEPERS	RECREATION / GIRLS BASKETBALL	80.00
			CHECK TOTAL	3,600.00
79904	ULTIMATE CLASSES & PARTIES	LET'S CHEER & DANCE POMS W 24	RECREATION / CHEERLEADING	715.00
			CHECK TOTAL	715.00
79905	U.S. FIRE & SAFETY EQUIPMENT	FIRE EXTINGUISHERS INSPECTIONS	CORPORATE / PARKS ADMINISTRATION	1,131.27
			CHECK TOTAL	1,131.27

DATE: 03/13/24  
TIME: 08:16:36  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 11

FROM CHECK # 79856 TO CHECK # 79908

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79906	VANGUARD ID SYSTEMS	ID KEYTAGS	RECREATION / REC ADMINISTRATION	994.84
		ID KEYTAGS	RECREATION / SPRC	225.00
		ID KEYTAGS	RECREATION / SUNSET RACQUETBALL & FITNESS	225.00
			CHECK TOTAL	1,444.84
79907	YOUNG REMBRANDTS INC	YOUNG REMBRANDTS W2-24	RECREATION / YOUTH	300.00
			CHECK TOTAL	300.00
79908	CITY OF GENEVA	CITY LIQUOR LICENSES	CORPORATE / PARKS ADMINISTRATION	400.00
		CITY LIQUOR LICENSES	RECREATION / PLAYHOUSE 38	500.00
			CHECK TOTAL	900.00
			WARRANT TOTAL	167,867.63



DATE: 03/13/24  
TIME: 08:18:42  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

GENERAL UNPAID

PAGE: 1

FROM CHECK # 79909 TO CHECK # 79966

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79909	ABLE PEST CONTROL	SPRC MONTHLY PEST CONTROL	RECREATION / SPRC	105.00
		PPF MONTHLY PEST CONTROL	CORPORATE / PECK FARM	85.00
			CHECK TOTAL	190.00
79910	ACE HARDWARE GENEVA	COIL CLEANER FOR EQUIPMENT	CORPORATE / PARKS ADMINISTRATION	10.79
		SCREWS FOR ISLAND SWINGS	CORPORATE / PARKS ADMINISTRATION	13.76
			CHECK TOTAL	24.55
79911	ACCURATE OFFICE SUPPLY CO	SCC TOILET PAPER	RECREATION / REC ADMINISTRATION	22.75
		SRFC TOILET PAPER	RECREATION / SUNSET RACQUETBALL & FITNESS	22.75
		SCC TOILET PAPER	RECREATION / REC ADMINISTRATION	22.75
		SRFC TOILET PAPER	RECREATION / SUNSET RACQUETBALL & FITNESS	22.75
			CHECK TOTAL	91.00
79912	BALL HORTICULTURAL COMPANY	ANNUAL FLOWER SEED ORDER	CORPORATE / PARKS ADMINISTRATION	731.51
		SALVIA SEEDS	CORPORATE / PARKS ADMINISTRATION	21.87
		VINCA SEED	CORPORATE / PARKS ADMINISTRATION	23.72
		MARIGOLD SEED	CORPORATE / PARKS ADMINISTRATION	54.13
		VERBENA SEED	CORPORATE / PARKS ADMINISTRATION	36.42
		COSMOS SEED	CORPORATE / PARKS ADMINISTRATION	28.65
			CHECK TOTAL	896.30
79913	BANNER UP SIGNS	SIGNS - PFP AND PRESCHOOL	RECREATION / REC ADMINISTRATION	142.00
			CHECK TOTAL	142.00
79914	BFG SUPPLY CO LLC	PFP OUTDOOR FABRIC SHADE CLOTH	RECREATION / REC ADMINISTRATION	924.96
			CHECK TOTAL	924.96
79915	JASON BLACK	FY 23/24 BOOT REIMBURSEMENT	CORPORATE / PARKS ADMINISTRATION	100.00
			CHECK TOTAL	100.00
79916	ELLIOTT BORTNER	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	50.00
			CHECK TOTAL	50.00
79917	CORY BRADBURN	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	65.00

DATE: 03/13/24  
TIME: 08:18:52  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 2

FROM CHECK # 79909 TO CHECK # 79966

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79918	CITY OF GENEVA	OLD MILL PARK - ELECTRIC	CORPORATE / PARKS ADMINISTRATION	37.18
			CHECK TOTAL	37.18
79919	COM ED	COM ED - MC POOL	RECREATION / MILL CREEK POOL	392.36
			CHECK TOTAL	392.36
79920	COMCAST CABLE	COMCAST SVC - SPRC	RECREATION / SPRC	612.56
			CHECK TOTAL	612.56
79921	COMCAST CABLE	COMCAST SVC - SCC	RECREATION / REC ADMINISTRATION	367.54
		COMCAST SVC - SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	245.02
			CHECK TOTAL	612.56
79922	RYAN COFFLAND	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
79923	CONSTELLATION TELECOM	FAX LINE - SRFC	RECREATION / SUNSET RACQUETBALL & FITNESS	2.86
		FAX LINE - REC	RECREATION / REC ADMINISTRATION	11.43
		FAX LINE - SPRC	RECREATION / SPRC	42.85
		POOL E911 LINES	RECREATION / SUNSET POOL	121.41
		SPRC EMERGENCY LINES	RECREATION / SPRC	178.55
			CHECK TOTAL	357.10
79924	ADAM DAGLEY	REIMB CELL PHONE	CORPORATE / PECK FARM	50.00
		REIMB MILEAGE	CORPORATE / PARKS ADMINISTRATION	25.00
			CHECK TOTAL	75.00
79925	DESIGNSPRING GROUP	SUMMER BROCHURE DESIGN 1 OF 2	RECREATION / PUBLIC INFORMATION	2,970.00
			CHECK TOTAL	2,970.00
79926	KYLE DONAHUE	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	50.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	75.00
79927	FOX VALLEY SPECIAL RECREATION	OCT 2023 INCUSION HOURS	SPECIAL RECREATION / SPECIAL RECREATION	1,875.81
			CHECK TOTAL	1,875.81
79928	FOX VALLEY VALUES & DEALS	SS 5K TEXT MESSAGE MARKETING	RECREATION / REC ADMINISTRATION	205.00
			CHECK TOTAL	205.00

DATE: 03/13/24  
TIME: 08:18:59  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 3

FROM CHECK # 79909 TO CHECK # 79966

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79929	FUN EXPRESS LLC	SUPER SHUFFLE PARTY SUPPLIES	RECREATION / SUPER BOWL SHUFFLE	112.13
		FUN WITH SON EVENT SUPPLIES	RECREATION / MOM & SON NIGHT	424.99
		BUNNY BREAKFAST SUPPLIES	RECREATION / EASTER EGG HUNT	118.55
			CHECK TOTAL	655.67
79930	LAUREN GAGER	REIMB CELL PHONE	CORPORATE / PARKS ADMINISTRATION	50.00
			CHECK TOTAL	50.00
79931	GORDON FLESCH COMPANY	MONTHLY PRINTER - FSP	RECREATION / PARK DISTRICT PRESCHOOL	176.00
		MONTHLY PRINTER - SPRC	RECREATION / SPRC	327.11
		MONTHLY PRINTER - SCC	RECREATION / REC ADMINISTRATION	255.85
		MONTHLY PRINTER - SCC	CORPORATE / PARKS ADMINISTRATION	170.56
			CHECK TOTAL	929.52
79932	CARL GORRA	REIMB CELL PHONE	CORPORATE / PARKS ADMINISTRATION	50.00
			CHECK TOTAL	50.00
79933	GROOT	REFUSE DISPOSAL - SCC	RECREATION / REC ADMINISTRATION	126.42
		REFUSE DISPOSAL - PFP	CORPORATE / PECK FARM	143.52
		REFUSE DISPOSAL - SPRC	RECREATION / SPRC	151.16
		REFUSE DISPOSAL - WHEELER	CORPORATE / PARKS ADMINISTRATION	498.93
		REFUSE DISPOSAL - MC POOL	RECREATION / MILL CREEK POOL	65.00
			CHECK TOTAL	985.03
79934	HOME DEPOT CREDIT SERVICES	CLEANING SUPPLIES	RECREATION / REC ADMINISTRATION	29.99
		CLEANING SUPPLIES	RECREATION / SUNSET RACQUETBALL & FITNESS	29.99
		SUN POOL POWER WASHER HOSE	RECREATION / SUNSET POOL	109.00
		BALLFIELD TRAILER REPAIRS	CORPORATE / PARKS ADMINISTRATION	59.34
			CHECK TOTAL	228.32
79935	LEAH HURWITZ	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	70.00
79936	ILLINOIS STATE POLICE	EMPLOYEE BACKGROUND CHECKS REC	RECREATION / REC ADMINISTRATION	130.00
			CHECK TOTAL	130.00
79937	IPDDC	IPDDC STATE CHEER COMP FEES	RECREATION / CHEERLEADING	598.00

DATE: 03/13/24  
TIME: 08:19:06  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 4

FROM CHECK # 79909 TO CHECK # 79966

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79937	IPDDC	IPDDC STATE DANCE COMP FEES	RECREATION / SUNSET DANCE COMPANY	306.00
			CHECK TOTAL	904.00
79938	JOEY KALWAT	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
79939	BETH KEEN	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	30.00
			CHECK TOTAL	30.00
79940	KEN KERFOOT	REIMB CELL PHONE	CORPORATE / PARKS ADMINISTRATION	30.00
			CHECK TOTAL	30.00
79941	MTL TENNIS MGMNT GROUP	INDOOR TENNIS W1-24	RECREATION / INDOOR TENNIS- SPRC	1,069.90
			CHECK TOTAL	1,069.90
79942	FIRST STUDENT	DAY OFF TRIP BUS 2-19-24	RECREATION / IN SERVICE DAYS PROGRAMS	462.50
			CHECK TOTAL	462.50
79943	LANGUAGE IN ACTION, INC.	I SPEAK SPANISH W1-24	RECREATION / TODDLERS	520.00
		YOUTH SPANISH W1-24	RECREATION / YOUTH	260.00
			CHECK TOTAL	780.00
79944	LIFE FITNESS CORP	MACHINE ROLLER PAD	RECREATION / SPRC	111.61
		FIT MACHINE SEAT COVERS	RECREATION / SPRC	28.29
		FIT EQUIP REPAIR PARTS	RECREATION / SPRC	111.62
			CHECK TOTAL	251.52
79945	CHRIS MCADAM	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
79946	MENARDS	MINI GOLF GATES REPAIR PARTS	CORPORATE / PARKS ADMINISTRATION	40.76
		RECYCLE BARRELS PAINT	CORPORATE / PARKS ADMINISTRATION	48.26
		STEEL WOOL TO CLEAN BASES	CORPORATE / PARKS ADMINISTRATION	9.81
		SUNSET POOL PAINT	RECREATION / SUNSET POOL	29.94
		MC POOL FLOOR MAT	RECREATION / MILL CREEK POOL	4.99
		PLIERS	CORPORATE / PARKS ADMINISTRATION	9.99
		MG - HOLE 15 FEATURE CONCRETE	RECREATION / MINIATURE GOLF	13.78
		DREMEL WHEELS	CORPORATE / PARKS ADMINISTRATION	14.99

DATE: 03/13/24  
TIME: 08:19:15  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 5

FROM CHECK # 79909 TO CHECK # 79966

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79946	MENARDS	SUN POOL REPAIR PARTS	RECREATION / SUNSET POOL	26.37
		BOARD FOR EGGMAZING RACE	RECREATION / TEEN PROGRAMS & TRIPS	20.99
		REPLACEMENT BELT SANDER	CORPORATE / PARKS ADMINISTRATION	10.97
		GREENHOUSE SUPPLIES	CORPORATE / PARKS ADMINISTRATION	24.78
		MINI GOLF - GLUE	RECREATION / MINIATURE GOLF	4.28
		WOOD SEALER FOR TRUCK 205 BED	CORPORATE / PARKS ADMINISTRATION	28.93
		BATTERIES - SPRC	RECREATION / SPRC	11.22
		MINI GOLF WATER WHEEL PARTS	CORPORATE / PARKS ADMINISTRATION	38.26
		EGGMAZING RACE PUZZLE	RECREATION / TEEN PROGRAMS & TRIPS	13.97
		ORIENTATION BARN REPAIRS	CORPORATE / PARKS ADMINISTRATION	7.28
		SUN POOL REPAIR PARTS	RECREATION / SUNSET POOL	52.15
		CLEANING SUPPLIES	CORPORATE / PARKS ADMINISTRATION	7.98
		TOOLS	CORPORATE / PARKS ADMINISTRATION	11.88
		PH38 AUDIO EQUIPMENT SUPPLIES	CORPORATE / PARKS ADMINISTRATION	3.72
		SUN POOL PUMP ROOM REPAIRS	RECREATION / SUNSET POOL	39.96
		SUN PARKING LOT OUTLET COVER	RECREATION / SUNSET RACQUETBALL & FITNESS	17.56
		WATER WHEEL REPAIR PARTS	CORPORATE / PARKS ADMINISTRATION	16.47
		SUNSET PUMP ROOM STRAPS	RECREATION / SUNSET POOL	4.74
		PH 38 PAINT FOR RISERS	RECREATION / PLAYHOUSE 38	24.97
		WORK GLOVES	CORPORATE / PARKS ADMINISTRATION	13.99
		WATER WHEEL REPAIR PARTS	CORPORATE / PARKS ADMINISTRATION	44.23
		WATER WHEEL REPAIRS	CORPORATE / PARKS ADMINISTRATION	13.26
		PH38 PAINT AND SCREWS	RECREATION / PLAYHOUSE 38	60.91
			CHECK TOTAL	671.39
79947	MIDWEST SALT	ROAD SALT FOR LOTS & WALKWAYS	CORPORATE / PARKS ADMINISTRATION	379.75
			CHECK TOTAL	379.75
79948	MILL CREEK WRD	MC POOL	RECREATION / MILL CREEK POOL	136.36
		MC POOL	RECREATION / MILL CREEK POOL	39.94
			CHECK TOTAL	176.30
79949	NICOR GAS	NICOR - PECK BARN	CORPORATE / PECK FARM	184.44
		NICOR - MC POOL	RECREATION / MILL CREEK POOL	170.37
			CHECK TOTAL	354.81
79950	NORTH AMERICAN CORP	VACUUM BELT - SPRC	RECREATION / SPRC	15.58
		SANITATION SUPPLIES	RECREATION / SPRC	802.21

DATE: 03/13/24  
TIME: 08:19:29  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 6

FROM CHECK # 79909 TO CHECK # 79966

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79950	NORTH AMERICAN CORP	SANITATION SUPPLIES	RECREATION / REC ADMINISTRATION	267.36
		SANITATION SUPPLIES	RECREATION / SUNSET RACQUETBALL & FITNESS	267.36
		SANITATION SUPPLIES	RECREATION / SPRC	531.17
		SANITATION SUPPLIES	RECREATION / REC ADMINISTRATION	73.07
		SANITATION SUPPLIES	RECREATION / SUNSET RACQUETBALL & FITNESS	73.06
			CHECK TOTAL	2,029.81
79951	ORIGINAL ENTRY	MONTHLY ACCOUNTING FEES	CORPORATE / PARKS ADMINISTRATION	475.00
		MONTHLY ACCOUNTING FEES	RECREATION / REC ADMINISTRATION	475.00
			CHECK TOTAL	950.00
79952	TANYA OSIKA	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	30.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	25.00
			CHECK TOTAL	55.00
79953	OZINGA	PFP STORAGE - CONCRETE BLOCKS	CORPORATE / PARKS ADMINISTRATION	1,744.63
			CHECK TOTAL	1,744.63
79954	PDRMA	HELP TRAINING FOR ETHAN	CORPORATE / PARKS ADMINISTRATION	25.00
			CHECK TOTAL	25.00
79955	PLAN SOURCE	IMRF EMPLY HEALTH INS REIMB	CORPORATE / PARKS ADMINISTRATION	1,033.99
			CHECK TOTAL	1,033.99
79956	CHRISTY POWELL	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	40.00
			CHECK TOTAL	40.00
79957	PRIORITY PRODUCTS	MG WATER WHEEL HARDWARE	CORPORATE / PARKS ADMINISTRATION	38.62
			CHECK TOTAL	38.62
79958	KELLY WALES	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	40.00
		REIMB MILEAGE	RECREATION / REC ADMINISTRATION	60.00
			CHECK TOTAL	100.00
79959	STEVENS STREET PROPERTIES	PH38 RENTAL FEE	RECREATION / PLAYHOUSE 38	1,854.00
			CHECK TOTAL	1,854.00
79960	HANNAH STERRICKER	REIMB -ADMIN EXPENSE PURCHASE	RECREATION / REC ADMINISTRATION	31.12
			CHECK TOTAL	31.12

DATE: 03/13/24  
TIME: 08:19:33  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

PAGE: 7

FROM CHECK # 79909 TO CHECK # 79966

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
79961	STRIKERS FOX VALLEY SOCCER	STRIKERS SOCCER FALL 23	RECREATION / NEW GENERAL ATHLETIC PROGRAMS	3,941.11
			CHECK TOTAL	3,941.11
79962	OFFICIAL FINDERS LLC	BOYS BBALL OFFICIALS	RECREATION / BOYS BASKETBALL	1,360.00
		GIRLS BBALL OFFICIALS	RECREATION / GIRLS BASKETBALL	320.00
		ADULT/SPRC BBALL OFFICIALS	RECREATION / SPRC ADULT LEAGUES	240.00
		BOYS BBALL SCOREKEEPERS	RECREATION / BOYS BASKETBALL	380.00
		GIRLS BBALL SCOREKEEPERS	RECREATION / GIRLS BASKETBALL	120.00
		ADULT/SPRC BBALL SCOREKEEPERS	RECREATION / SPRC ADULT LEAGUES	60.00
		BOYS BBALL OFFICIALS	RECREATION / BOYS BASKETBALL	1,840.00
		GIRLS BBALL OFFICIALS	RECREATION / GIRLS BASKETBALL	80.00
		SPRC/ADULT BBALL OFFICIALS	RECREATION / SPRC ADULT LEAGUES	80.00
		BOYS BBALL SCOREKEEPERS	RECREATION / BOYS BASKETBALL	500.00
		GIRLS BBALL SCOREKEEPERS	RECREATION / GIRLS BASKETBALL	40.00
		SPRC/ADULT BBALL SCOREKEEPERS	RECREATION / SPRC ADULT LEAGUES	20.00
		BOYS BBALL OFFICIALS	RECREATION / BOYS BASKETBALL	1,440.00
		GIRLS BBALL OFFICIALS	RECREATION / GIRLS BASKETBALL	320.00
		ADULT/SPRC BBALL OFFICIALS	RECREATION / SPRC ADULT LEAGUES	160.00
		BOYS BBALL SCOREKEEPERS	RECREATION / BOYS BASKETBALL	400.00
		GIRLS BBALL SCOREKEEPERS	RECREATION / GIRLS BASKETBALL	100.00
		ADULT/SPRC BBALL SCOREKEEPERS	RECREATION / SPRC ADULT LEAGUES	40.00
			CHECK TOTAL	7,500.00
79963	TRIANGLE MECHANICAL SVC.	PECK SHOP HEATER REPAIR	CORPORATE / PARKS ADMINISTRATION	667.75
			CHECK TOTAL	667.75
79964	UNIVERSITY OF IL EXTENSION	GARDENING CLASS INSTRUCTOR FEE	CORPORATE / PECK FARM GENERAL PROGRAMS	150.00
			CHECK TOTAL	150.00
79965	VERIZON WIRELESS	MONTHLY CELL - REC	RECREATION / REC ADMINISTRATION	3.44
		MONTHLY CELL - PARKS	CORPORATE / PARKS ADMINISTRATION	98.80
		MONTHLY CELL - KZ/CAMPS	RECREATION / B/A SCHOOL PROGRAMS- KID ZONE	82.77
			CHECK TOTAL	185.01
79966	NICOLE VICKERS	REIMB CELL PHONE	RECREATION / REC ADMINISTRATION	60.00
			CHECK TOTAL	60.00
			WARRANT TOTAL	38,431.13

DATE: 03/13/24  
TIME: 08:22:58  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

CONSTRUCTION  
PAID

PAGE: 1

FROM CHECK # 116068 TO CHECK # 116076

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
116068	AMERICAN SWING PRODUCTS, INC.	PLAYGROUND SWING SHACKLES	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	214.90
			CHECK TOTAL	214.90
116069	ASM CONSULTANTS INC	SANDHOLM WEST SURVEY	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,150.00
			CHECK TOTAL	2,150.00
116070	CHASE CARD SERVICES	DESK CHAIR - OSIKA	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	97.29
		GUEST OFFICE CHAIRS	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	79.96
			CHECK TOTAL	177.25
116071	ENGINEERING RESOURCE ASSOC.INC	ISLAND BRIDGE RPLCMNT ESTIMATE	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	588.00
			CHECK TOTAL	588.00
116072	FGM ARCHITECTS INC	SUNSET POOL FILTER PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	250.00
		KIDZ KORRAL DESIGN PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,520.00
		KIDZ KORRAL DESIGN PROJECT	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	4,200.00
			CHECK TOTAL	6,970.00
116073	M&L CUSTOM WOODWORKS LLC	BUTERFLY HOUSE AFTER DEMO WORK	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	7,500.00
			CHECK TOTAL	7,500.00
116074	EVERYTHING2GO.COM	SPRC DESK	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	779.00
			CHECK TOTAL	779.00
116075	PETERS ELECTRIC	HH SPRYGRND CONTROLLER INSTALL	CONSTRUCTION / CAPITAL IMPROV. / PARKS/PLAYGROU	1,184.00
			CHECK TOTAL	1,184.00
			CHECK TOTAL	0.00
			WARRANT TOTAL	19,563.15

116076 - VOIDED



DATE: 03/13/24  
TIME: 08:34:43  
ID: AP490000

GENEVA PARK DISTRICT  
WARRANT NUMBER 031524

CONSTRUCTION  
UNPAID

PAGE: 1

FROM CHECK # 116077 TO CHECK # 116085

CHECK #	VENDOR NAME	TRANSACTION DESCRIPTION	FUND / DEPARTMENT CHARGED	AMOUNT
116077	LAW OFFICES OF ANCEL GLINK,P.C	MISC LEGAL MATTERS	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	695.00
			CHECK TOTAL	695.00
116078	EXCAL TECH	MONITOR FOR WORKSTATION	CONSTRUCTION / CAPITAL IMPROV. / OPERATING EQUI	259.37
			CHECK TOTAL	259.37
116079	FIRST TOUCH WINDOW TINT CORP	SPRC FIRST FLOOR WINDOWS TINT	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	862.00
			CHECK TOTAL	862.00
116080	GENEVA CUSD #304	IGA QUARTERLY INVOICE	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	327.08
			CHECK TOTAL	327.08
116081	KLUBER INC	MINI GOLF DESIGN WORK	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,700.00
			CHECK TOTAL	2,700.00
116082	SEGAL CONSULTING INC.	OPEB-GASB STMT 75	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	2,500.00
			CHECK TOTAL	2,500.00
116083	SPEER FINANCIAL, INC.	2023 ANNUAL SEC DISCLOSURE	CONSTRUCTION / CAPITAL IMPROV. / PLANNING/CONST	830.00
			CHECK TOTAL	830.00
116084	SPEAR CORPORATION	MC POOL WHEELCHAIR LIFT PART	CONSTRUCTION / CAPITAL IMPROV. / BUILDINGS & IM	370.65
			CHECK TOTAL	370.65
116085	VALLEY FIRE PROTECTION SYSTEMS	WHEELER FIRE SUPPRESSION RPR	CONSTRUCTION / CAPITAL IMPROV. / EMERGENCY REPA	945.00
			CHECK TOTAL	945.00
			WARRANT TOTAL	9,489.10

**Geneva Park District Board Meeting**  
Superintendent of Finance and Personnel Report  
Submitted by Christy Powell  
March 18, 2024

**Monthly Reports**

Attached is the February Investment report and Revenue & Expenditure reports for your review.

GENEVA PARK DISTRICT  
INVESTMENTS  
February 29, 2024

Blended Rate 4.32%

**General Account**

Checking Account	Harris Bank Checking	\$	513,884.79	0.00%
MM Acct.	Harris Bank Money Market	\$	2,041,241.48	2.33%
		\$	<b>2,555,126.27</b>	

Upcoming Bond Payments:

CBA 78bps	S2014 ARB	6/15/24	\$	22,295
	Ltd B&I 2023	6/15/24	\$	21,265
	<b>Total</b>		\$	<b>43,560</b>

CD	12 mos	JP Morgan Chase	\$	200,000.00	4.95%	03/18/24
CD	12 mos	First Technology FCU	\$	100,000.00	5.15%	05/10/24
CD	12 mos	Oregon Community Cr Union	\$	100,000.00	5.45%	06/20/24
CD	12 mos	Valley National Bank	\$	100,000.00	5.35%	06/26/24
CD	12 mos	Trustone Financial	\$	100,000.00	5.50%	07/16/24
CD	12 mos	Bluepeak Credit Union	\$	100,000.00	5.60%	08/09/24
CD	12 mos	Bluepeak Credit Union	\$	150,000.00	5.75%	09/13/24
CD	12 mos	All In Federal Credit Union	\$	100,000.00	5.70%	10/31/24
CD	12 mos	U.S. Bank National Assoc	\$	100,000.00	5.50%	11/08/24
CD	12 mos	State Bank of Geneva	\$	49,245.09	4.43%	12/09/24
CD	12 mos	California Credit Union	\$	100,000.00	5.25%	12/27/24
CD	12 mos	First Source Fed Credit Union	\$	100,000.00	5.05%	01/29/25
CD	12 mos	Flagstar Bk Natl Assoc	\$	200,000.00	5.15%	02/27/25
IPDLAF		IPDLAF	\$	11,145.96	5.20%	
IMET		Convenience Fund		6,844,321.86	5.00%	
IMET		1-3 Year Fund		-	0.00%	
		<b>TOTAL</b>	\$	<b>8,354,712.91</b>		
		<b>Grand Total General</b>	\$	<b>10,909,839.18</b>		

**Construction Account**

Harris Checking	Harris Bank Checking	\$	304,372.55	0.00%	CBA 78bps
Harris MM	Harris Money Market	\$	1,111,800.41	2.33%	
		\$	<b>1,416,172.96</b>		

GPD Bonds	S2023 Limited Bonds	\$	914,615.00	4.75%
-----------	---------------------	----	------------	-------

CD	12 mos	State Bank of Geneva	\$	33,693.74	4.43%	12/09/24
IPDLAF		IPDLAF	\$	4,695.37	5.23%	
IMET		Convenience Fund		4,746,329.45	5.00%	
IMET		1-3 Year Fund		-	0.00%	
		<b>SUBTOTAL</b>	\$	<b>5,699,333.56</b>		
		<b>Grand Total Construction</b>	\$	<b>7,115,506.52</b>		

**GPD/GSD304 Western Ave. Gym**

CD	21 mo	U.S. Bank	\$	143,502.00	4.85%	09/14/24
		<b>GPD Portion of CD</b>	\$	<b>71,751.00</b>		

**GPD/GSD304 Harrison St. Gym**

CD	21 mo	U.S. Bank	\$	92,509.35	4.85%	09/14/24
		<b>GPD Portion of CD</b>	\$	<b>46,254.68</b>		

Notes: All investments are fully collateralized (>110%) and/or covered by FDIC and/or invested in fully guaranteed US Back Government Securities per the Park District's Investment Policy.

Geneva Park District  
Revenue and Expenditure Report  
For February 29, 2024

Monthly % of Annual Budget

83%

	February Actual	YTD Actual	Annual Budget	% of Budget	
<b>GENERAL FUND REVENUES</b>					
Real Estate Taxes	\$ -	\$ 4,564,504	\$ 4,425,000	103%	(a)
Replacement Taxes	-	105,912	100,000	106%	
Investment Income	17,190	188,379	50,000	377%	
Reimbursements	12,933	28,868	10,000	289%	
Rentals & Leases	800	3,780	5,000	76%	
Peck Farm Receipts	1,039	37,374	38,750	96%	
Camp Coyote- Peck Farm Camp	-	67,731	67,000	101%	(b)
Camp Adventure - Peck Farm Camp	-	29,218	30,000	97%	(b)
Birthday Parties- Peck Farm	725	4,045	4,500	90%	
Learn from the Experts- Peck Farm	(347)	14,730	14,000	105%	
Peck Farm General Programs	186	11,367	19,000	60%	
Community Garden	-	6,698	5,200	129%	
Peck Farm School/Scout Groups	224	4,127	6,000	69%	
<b>Total Revenues</b>	<b>\$ 32,749</b>	<b>\$ 5,066,734</b>	<b>\$ 4,774,450</b>	<b>106%</b>	
<b>GENERAL FUND EXPENDITURES</b>					
Administration	\$ 215,029	\$ 2,581,157	\$ 4,562,200	57%	
Peck Farm	8,124	89,253	136,200	66%	
Camp Coyote- Peck Farm Camp	-	57,968	38,000	153%	
Camp Adventure- Peck Farm Camp	980	22,122	9,800	226%	
Birthday Parties- Peck Farm	-	586	1,250	47%	
Learn from the Experts- Peck Farm	212	2,741	10,500	26%	
Peck Farm General Programs	325	4,375	4,000	109%	
Community Garden	112	5,417	4,600	118%	
Peck Farm School/Scout Groups	-	103	400	26%	
Moore Spray Park	253	7,142	7,500	95%	
<b>Total Expenditures</b>	<b>\$ 225,035</b>	<b>\$ 2,770,865</b>	<b>\$ 4,774,450</b>	<b>58%</b>	
<b>Total General Fund Net Surplus (Deficit)</b>	<b>\$ (192,286)</b>	<b>\$ 2,295,868</b>	<b>\$ -</b>	<b>n/a</b>	

**Geneva Park District  
Revenue and Expenditure Report  
For February 29, 2024**

**Monthly % of Annual Budget**

**83%**

	February Actual	YTD Actual	Annual Budget	% of Budget	
<b>RECREATION FUND REVENUES</b>					
Real Estate Taxes	\$ -	\$ 1,834,115	\$ 1,810,000	101%	(a)
Replacement Taxes	-	105,912	100,000	106%	
Investment Income	17,190	188,758	50,000	378%	
Public Information- Advertising & Sponsorships	-	18,837	15,000	126%	
Community Center Rentals	3,243	16,130	8,500	190%	
General Recreation	7,439	200,683	197,050	102%	
Playhouse 38	1,605	66,577	59,000	113%	
Preschool/ Toddler	52,423	393,014	437,000	90%	(c)
Active Older Adults	4,854	59,863	27,500	218%	
Dance	787	135,815	123,000	110%	
Camps	-	478,382	378,500	126%	(b)
Contracted & Co-op	248	21,324	17,200	124%	
Special Events	7,250	68,348	87,400	78%	
Tennis	-	13,407	25,000	54%	
Tumbling/ Gymnastics/Cheerleading	14,139	181,622	162,500	112%	
Baseball/ Softball	10,904	97,842	96,000	102%	
General Athletics	7,193	328,742	354,400	93%	
Sunset Racquetball & Fitness	20,942	186,357	168,100	111%	
Pool	-	732,555	700,050	105%	(d)
Mini Golf	-	123,217	111,500	111%	
After School Programs	136,699	899,282	1,029,500	87%	(e)
Scholarships	-	-	7,000	0%	(f)
SPRC	58,583	570,462	586,750	97%	
<b>Total Revenues</b>	<b>\$ 343,499</b>	<b>\$ 6,721,244</b>	<b>\$ 6,550,950</b>	<b>103%</b>	
<b>RECREATION FUND EXPENDITURES</b>					
Administration	\$ 160,698	\$ 1,789,908	\$ 2,746,890	65%	
Public Information	9,373	91,839	108,800	84%	
Community Center Rentals	-	1,017	1,500	68%	
General Recreation	13,363	103,816	108,575	96%	
Playhouse 38	4,028	42,156	61,750	68%	
Preschool/ Toddler	26,194	275,720	373,350	74%	
Active Older Adults	303	45,036	19,500	231%	
Dance	12,665	49,205	57,550	85%	
Camps	2,800	325,324	295,450	110%	
Contracted & Co-op	1,925	10,607	13,400	79%	
Special Events	14,682	51,459	60,225	85%	
Tennis	-	8,484	16,250	52%	
Tumbling/ Gymnastics/Cheerleading	11,099	91,973	118,200	78%	
Baseball/ Softball	81	35,880	42,750	84%	
General Athletics	20,677	179,136	238,150	75%	
Ice Rinks	-	-	-	0%	
Gymnasiums	925	11,043	52,000	21%	
Sunset Racquetball & Fitness	12,616	125,397	145,910	86%	
Pool	2,625	731,096	672,125	109%	
Mini Golf	354	52,004	48,025	108%	
After School Programs	64,639	478,823	866,950	55%	
Scholarships	-	10,225	7,000	146%	(f)
SPRC	40,412	377,522	496,600	76%	
<b>Total Expenditures</b>	<b>\$ 399,458</b>	<b>\$ 4,887,670</b>	<b>\$ 6,550,950</b>	<b>75%</b>	
<b>Total Recreation Fund Net Surplus (Deficit)</b>	<b>\$ (55,960)</b>	<b>\$ 1,833,575</b>	<b>\$ -</b>	<b>n/a</b>	

Geneva Park District  
Revenue and Expenditure Report  
For February 29, 2024

Monthly % of Annual Budget

83%

	February Actual	YTD Actual	Annual Budget	% of Budget	
<b>LIABILITY FUND REVENUES</b>					
Real Estate Taxes	\$ -	\$ 104,097	\$ 100,000	104%	(a)
Replacement Taxes	-	5,296	5,000	106%	
Investment Income	21	208	250	83%	
PDRMA Reimbursements	-	1,500	1,500	100%	
Transfers	-	-	78,250	0%	
<b>Total Revenues</b>	<b>\$ 21</b>	<b>\$ 111,101</b>	<b>\$ 185,000</b>	<b>60%</b>	
<b>LIABILITY FUND EXPENDITURES</b>					
Liability Insurance	\$ -	\$ 99,724	\$ 160,000	62%	(g)
State Unemployment	-	(1,234)	25,000	-5%	
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 98,490</b>	<b>\$ 185,000</b>	<b>53%</b>	
<b>Total Liability Fund Net Surplus (Deficit)</b>	<b>\$ 21</b>	<b>\$ 12,610</b>	<b>\$ -</b>	<b>n/a</b>	

<b>IMRF FUND REVENUES</b>					
Real Estate Taxes	\$ -	\$ 112,472	\$ 110,000	102%	(a)
Replacement Taxes	-	19,064	18,000	106%	
Investment Income	125	1,250	1,500	83%	
Transfer from Recreation Programs & Fund Balance	-	-	100,500	0%	
<b>Total Revenues</b>	<b>\$ 125</b>	<b>\$ 132,786</b>	<b>\$ 230,000</b>	<b>58%</b>	
<b>IMRF FUND EXPENDITURES</b>					
IMRF Expense	\$ 9,366	\$ 105,163	\$ 230,000	46%	
<b>Total Expenditures</b>	<b>\$ 9,366</b>	<b>\$ 105,163</b>	<b>\$ 230,000</b>	<b>46%</b>	
<b>Total IMRF Fund Net Surplus (Deficit)</b>	<b>\$ (9,241)</b>	<b>\$ 27,623</b>	<b>\$ -</b>	<b>n/a</b>	

<b>AUDIT FUND REVENUES</b>					
Real Estate Taxes	\$ -	\$ 4,262	\$ 3,000	142%	(a)
Replacement Taxes	\$ -	\$ 3,177	\$ 3,000	106%	
Transfer from Fund Balance	-	-	7,450	n/a	
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 7,440</b>	<b>\$ 13,450</b>	<b>55%</b>	
<b>AUDIT FUND EXPENDITURES</b>					
Audit Expense	\$ -	\$ 13,450	\$ 13,450	100%	
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 13,450</b>	<b>\$ 13,450</b>	<b>100%</b>	
<b>Total Audit Fund Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (6,010)</b>	<b>\$ -</b>	<b>n/a</b>	

<b>SOCIAL SECURITY FUND REVENUES</b>					
Real Estate Taxes	\$ -	\$ 380,573	\$ 374,500	102%	(a)
Replacement Taxes	-	13,769	13,000	106%	
Investment Income	208	2,083	2,500	83%	
Transfer from Recreation Programs	-	-	-	0%	
Transfer from Fund Balance	-	-	-	0%	
<b>Total Revenues</b>	<b>\$ 208</b>	<b>\$ 396,425</b>	<b>\$ 390,000</b>	<b>102%</b>	
<b>SOCIAL SECURITY FUND EXPENDITURES</b>					
FICA/ Medicare	\$ 24,314	\$ 320,157	\$ 390,000	82%	
<b>Total Expenditures</b>	<b>\$ 24,314</b>	<b>\$ 320,157</b>	<b>\$ 390,000</b>	<b>82%</b>	
<b>Total Social Security Fund Net Surplus (Deficit)</b>	<b>\$ (24,105)</b>	<b>\$ 76,267</b>	<b>\$ -</b>	<b>n/a</b>	

Geneva Park District  
Revenue and Expenditure Report  
For February 29, 2024

Monthly % of Annual Budget

83%

	February Actual		YTD Actual		Annual Budget	% of Budget
<b>FVSRA FUND REVENUES</b>						
Real Estate Taxes	\$	-	\$	422,964	\$	420,000 101%
Transfer from Fund Balance		-		-		500,000 0% (a)
<b>Total Revenues</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>422,964</b>	<b>\$</b>	<b>920,000 46%</b>
<b>FVSRA FUND EXPENDITURES</b>						
Contractual Services	\$	4,640	\$	48,613	\$	55,000 88%
ADA Structural Improvements		595		10,141		599,618 2%
FVSRA- Program Payments		-		265,382		265,382 100% (h)
<b>Total Expenditures</b>	<b>\$</b>	<b>5,235</b>	<b>\$</b>	<b>324,136</b>	<b>\$</b>	<b>920,000 35%</b>
<b>Total FVSRA Fund Net Surplus (Deficit)</b>	<b>\$</b>	<b>(5,235)</b>	<b>\$</b>	<b>98,828</b>	<b>\$</b>	<b>- n/a</b>

<b>BOND &amp; INTEREST FUND REVENUES</b>						
Real Estate Taxes	\$	-	\$	914,127	\$	911,569 100% (a)
<b>Total Revenues</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>914,127</b>	<b>\$</b>	<b>911,569 100%</b>
<b>BOND &amp; INTEREST FUND EXPENDITURES</b>						
Bond Payments	\$	-	\$	911,569	\$	911,569 100% (i)
<b>Total Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>911,569</b>	<b>\$</b>	<b>911,569 100%</b>
<b>Total Bond &amp; Interest Fund Net Surplus (Deficit)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>2,558</b>	<b>\$</b>	<b>- n/a</b>

<b>CONSTRUCTION FUND REVENUES</b>						
Reimbursements	\$	2	\$	1,843	\$	75,000 2%
Bond Issue						- 0%
Farming Revenue		1,400		1,400		1,000 140%
Grant Revenue		-		300,000		600,000 50%
Donations		-		10,000		10,000 100%
Land Cash Revenue		-		-		50,000 0%
Investment Income		21,187		236,010		50,000 472%
Audit Transfer		-		-		1,800,000 0%
<b>Total Revenues</b>	<b>\$</b>	<b>22,589</b>	<b>\$</b>	<b>549,254</b>	<b>\$</b>	<b>2,586,000 21%</b>
<b>CONSTRUCTION FUND EXPENDITURES</b>						
Planning/ Architect/ Engineering	\$	23,907	\$	155,571	\$	237,000 66%
Buildings & Improvements		154,450		745,428		2,089,348 36%
Parks/ Playground Improvements/ Acquisitions		28,465		413,398		1,787,104 23%
Landscaping & Groundskeeping		-		41,781		81,500 51%
Operating Equipment & Vehicles		60,328		234,955		313,319 75%
Recreation Equipment/ Repairs		-		-		3,000 0%
Emergency Repairs/ Replacements		3,566		39,459	\$	422,075 9%
<b>Total Expenditures</b>	<b>\$</b>	<b>270,715</b>	<b>\$</b>	<b>1,630,593</b>	<b>\$</b>	<b>4,933,346 33%</b>
<b>Total Construction Fund Net Surplus (Deficit)</b>	<b>\$</b>	<b>(248,126)</b>	<b>\$</b>	<b>(1,081,339)</b>	<b>\$</b>	<b>(2,347,346) n/a</b>

(a) Majority of real estate taxes are received in the months of June and September.

(b) All camp revenue collected in Mar & Apr, the prior fiscal year, for camps held in the Summer have been accrued and recognized as revenue in May.

(c) Program revenue for the Preschool program is received during the school year Aug - Apr. Whereas expenditures remain level throughout the year.

(d) Pool Membership Pass revenue collected in Mar & Apr, the prior fiscal year, for Summer have been accrued and recognized as revenue.

(e) Revenue for the before and after school program is received during the school year Aug thru Apr.

(f) A large majority of this revenue is received from proceeds from the Harvest Hustle. Expenditures are recorded thru out the year to reflect program expense whereby scholarship participants have participated throughout the year.

(g) Payments for liability insurance are made on a quarterly basis in the months of July, October, January and April

(h) FVSRA payments are scheduled to be made in the months of June and November.

**Geneva Park District  
Revenue and Expenditure Report  
For February 29, 2024**

**Monthly % of Annual Budget                      83%**

	February Actual	YTD Actual	Annual Budget	% of Budget
--	--------------------	---------------	------------------	----------------

(i) Bond payments are made in the months of June and December.



FUND: RECREATION  
FOR 10 PERIODS ENDING FEBRUARY 29, 2024

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	\$ REMAINING
PLAYHOUSE 38					
REVENUES					
RECEIPTS					
02-2313-4-0000-11	PROGRAM FEES	0.00	35,171.85	32,000.00	(3,171.85)
02-2313-4-0000-23	TICKET SALES	1,605.00	24,229.75	24,000.00	(229.75)
02-2313-4-0000-39	SPONSORSHIP / ADVERTISING FEES	0.00	714.00	500.00	(214.00)
02-2313-4-0000-77	CONCESSIONS	0.00	6,461.15	2,500.00	(3,961.15)
TOTAL RECEIPTS		1,605.00	66,576.75	59,000.00	(7,576.75)
EXPENSES					
SALARIES & WAGES					
02-2313-5-0000-10	SALARIES & WAGES	446.00	11,322.75	24,000.00	12,677.25
TOTAL SALARIES & WAGES		446.00	11,322.75	24,000.00	12,677.25
CONTRACTUAL SERVICES					
02-2313-6-0000-05	WATER & SEWER	0.00	0.00	0.00	0.00
02-2313-6-0000-06	NATURAL GAS	170.53	593.08	850.00	256.92
02-2313-6-0000-07	ELECTRIC	45.54	1,337.30	1,300.00	(37.30)
02-2313-6-0000-09	ADVERTISING & PRINTING	0.00	0.00	100.00	100.00
02-2313-6-0000-11	PROFESSIONAL SERVICES	900.65	4,013.54	7,000.00	2,986.46
02-2313-6-0000-12	RENTAL FEES	1,854.00	18,540.00	24,000.00	5,460.00
TOTAL CONTRACTUAL SERVICES		2,970.72	24,483.92	33,250.00	8,766.08
COMMODITIES					
02-2313-7-0000-01	OFFICE SUPPLIES	0.00	0.00	0.00	0.00
02-2313-7-0000-18	CLOTHING	0.00	0.00	0.00	0.00
02-2313-7-0000-25	PROGRAM OPERATING SUPPLIES	7.71	3,286.49	3,000.00	(286.49)
02-2313-7-0000-28	CONCESSION SUPPLIES	603.71	3,063.16	1,500.00	(1,563.16)
TOTAL COMMODITIES		611.42	6,349.65	4,500.00	(1,849.65)
MAINTENANCE / CAPITAL					
02-2313-8-0000-23	EQUIPMENT	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE / CAPITAL		0.00	0.00	0.00	0.00
TOTAL EXPENSES: PLAYHOUSE 38		4,028.14	42,156.32	61,750.00	19,593.68
DEPT. SUMMARY:					
TOTAL REVENUE		1,605.00	66,576.75	59,000.00	(7,576.75)
TOTAL EXPENSE		4,028.14	42,156.32	61,750.00	19,593.68
NET SURPLUS (DEFICIT)		(2,423.14)	24,420.43	(2,750.00)	(27,170.43)
TOTAL FUND REVENUES		1,605.00	66,576.75	59,000.00	(7,576.75)
TOTAL FUND EXPENSES		4,028.14	42,156.32	61,750.00	19,593.68
FUND SURPLUS (DEFICIT)		(2,423.14)	24,420.43	(2,750.00)	(27,170.43)

FUND: CORPORATE					
FOR 10 PERIODS ENDING		29,	2024		
ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
PARKS ADMINISTRATION					
REVENUES					
RECEIPTS		32,749	5,066,733	3,978,708	(1,088,025)
RECEIPTS		32,749	5,066,733	3,978,708	(1,088,025)
EXPENSES					
SALARIES / WAGES		117,370	1,512,662	1,548,958	36,296
CONTRACTUAL SERVICES		78,217	430,855	477,874	47,018
COMMODITIES		7,420	109,481	115,208	5,726
MAINTENANCE / CAPITAL INVEST.		22,026	717,865	660,412	(57,453)
TRANSFERS		0	0	1,176,254	0
TOTAL EXPENSES: PARKS ADMINISTRATION		225,035	2,770,865	3,978,707	1,207,842
NET SURPLUS (DEFICIT)		(192,285)	2,295,868	0	(2,295,867)
TOTAL FUND REVENUES		32,749	5,066,733	3,978,708	(1,088,025)
TOTAL FUND EXPENSES		225,035	2,770,865	3,978,707	1,207,842
SURPLUS (DEFICIT)		(192,285)	2,295,868	0	(2,295,867)

FUND: CORPORATE

ADMINISTRATIVE/OPERATIONS					
REVENUES					
RECEIPTS		17,190	2,147,622	1,645,833	(501,788)
RECEIPTS		17,190	2,147,622	1,645,833	(501,788)
EXPENSES					
SALARIES / WAGES		69,679	739,005	713,333	(25,671)
CONTRACTUAL SERVICES		94,915	629,051	673,249	44,198
COMMODITIES		1,962	18,187	18,083	(104)
MAINTENANCE / CAPITAL INVEST.		3,513	495,502	481,787	(13,715)
TRANSFERS		0	0	493,287	0
TOTAL EXPENSES: ADMINISTRATIVE/OPERATIONS		170,071	1,881,746	2,379,741	497,994
NET SURPLUS (DEFICIT)		(152,881)	265,875	(733,908)	(999,783)
COMMUNITY CENTER RENTALS					
REVENUES					
RECEIPTS		3,242	16,130	7,083	(9,046)
RECEIPTS		3,242	16,130	7,083	(9,046)
EXPENSES					

FUND: CORPORATE				
FOR 10 PERIODS ENDING		29,	2024	
ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET
				\$ REMAINING
-----				
COMMUNITY CENTER RENTALS				
	SALARIES / WAGES	0	1,016	1,250
	CONTRACTUAL SERVICES	0	0	0
	TOTAL EXPENSES: COMMUNITY CENTER RENTALS	0	1,016	1,250
NET SURPLUS (DEFICIT)		3,242	15,113	5,833
(9,280)				
GENERAL RECREATION				
REVENUES				
	RECEIPTS	9,044	267,259	213,374
	RECEIPTS	9,044	267,259	213,374
(53,884)				
(53,884)				
EXPENSES				
	SALARIES / WAGES	5,422	55,384	72,791
	CONTRACTUAL SERVICES	11,187	82,224	63,354
	COMMODITIES	781	8,363	5,791
	MAINTENANCE / CAPITAL INVEST.	0	0	0
	TOTAL EXPENSES: GENERAL RECREATION	17,391	145,972	141,937
NET SURPLUS (DEFICIT)		(8,347)	121,287	71,437
(49,849)				
PRESCHOOL				
REVENUES				
	RECEIPTS	52,423	393,014	364,166
	RECEIPTS	52,423	393,014	364,166
(28,847)				
(28,847)				
EXPENSES				
	SALARIES / WAGES	22,677	236,681	273,333
	CONTRACTUAL SERVICES	3,113	30,588	28,833
	COMMODITIES	329	6,690	6,374
	MAINTENANCE / CAPITAL INVEST.	73	1,758	2,583
	TOTAL EXPENSES: PRESCHOOL	26,193	275,719	311,124
NET SURPLUS (DEFICIT)		26,229	117,294	53,041
(64,252)				
ACTIVE OLDER ADULTS				
REVENUES				
	RECEIPTS	4,854	59,863	22,916
	RECEIPTS	4,854	59,863	22,916
(36,946)				
(36,946)				
EXPENSES				
	SALARIES / WAGES	302	2,994	4,166
	CONTRACTUAL SERVICES	0	42,040	12,083
1,171				
(29,957)				

FUND: CORPORATE					
FOR 10 PERIODS ENDING					
29, 2024					
ACCOUNT		FEBRUARY	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	
-----					
ACTIVE OLDER ADULTS					
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ACTIVE OLDER ADULTS	302	45,035	16,249	(28,785)
NET SURPLUS (DEFICIT)		4,551	14,827	6,666	(8,160)
-----					
DANCE					
REVENUES					
	RECEIPTS	786	135,815	102,499	(33,315)
	RECEIPTS	786	135,815	102,499	(33,315)
EXPENSES					
	SALARIES / WAGES	2,372	21,832	24,916	3,084
	CONTRACTUAL SERVICES	808	6,319	6,874	555
	COMMODITIES	9,484	21,052	16,166	(4,886)
	TOTAL EXPENSES: DANCE	12,665	49,204	47,958	(1,246)
NET SURPLUS (DEFICIT)		(11,878)	86,610	54,541	(32,069)
-----					
CAMPS					
REVENUES					
	RECEIPTS	0	478,382	315,416	(162,965)
	RECEIPTS	0	478,382	315,416	(162,965)
EXPENSES					
	SALARIES / WAGES	0	262,099	200,833	(61,265)
	CONTRACTUAL SERVICES	0	50,262	35,166	(15,095)
	COMMODITIES	2,800	12,963	10,208	(2,754)
	TOTAL EXPENSES: CAMPS	2,800	325,324	246,208	(79,116)
NET SURPLUS (DEFICIT)		(2,800)	153,057	69,208	(83,849)
-----					
CONTRACTED					
REVENUES					
	RECEIPTS	236	13,506	10,166	(3,340)
	RECEIPTS	236	13,506	10,166	(3,340)
EXPENSES					
	CONTRACTUAL SERVICES	0	4,712	7,249	2,537
	TOTAL EXPENSES: CONTRACTED	0	4,712	7,249	2,537
NET SURPLUS (DEFICIT)		236	8,794	2,916	(5,877)
-----					
CO-OPS					
REVENUES					

FUND: CORPORATE					
FOR 10 PERIODS ENDING					
29, 2024					
ACCOUNT		FEBRUARY	FISCAL	FISCAL	
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	\$
			ACUAL	BUDGET	REMAINING
-----					
CO-OPS					
	RECEIPTS	11	7,817	4,166	(3,650)
	RECEIPTS	11	7,817	4,166	(3,650)
EXPENSES					
	CONTRACTUAL SERVICES	1,925	5,894	3,916	(1,978)
TOTAL EXPENSES: CO-OPS		1,925	5,894	3,916	(1,978)
NET SURPLUS (DEFICIT)		(1,913)	1,922	250	(1,672)
SPECIAL EVENTS					
REVENUES					
	RECEIPTS	7,249	68,348	72,833	4,484
	RECEIPTS	7,249	68,348	72,833	4,484
EXPENSES					
	SALARIES / WAGES	0	246	1,083	836
	CONTRACTUAL SERVICES	4,642	24,022	18,166	(5,855)
	COMMODITIES	10,039	27,191	29,937	2,746
	--- UNDEFINED CLASS ---	0	0	1,000	0
NET SURPLUS (DEFICIT)		(7,431)	16,888	22,645	5,757
TENNIS					
REVENUES					
	RECEIPTS	0	13,407	20,833	7,426
	RECEIPTS	0	13,407	20,833	7,426
EXPENSES					
	SALARIES / WAGES	0	0	0	0
	CONTRACTUAL SERVICES	0	8,484	13,541	5,057
TOTAL EXPENSES: TENNIS		0	8,484	13,541	5,057
NET SURPLUS (DEFICIT)		0	4,922	7,291	2,368
GYMNASTICS/TUMBLING					
REVENUES					
	RECEIPTS	14,139	181,621	135,416	(46,204)
	RECEIPTS	14,139	181,621	135,416	(46,204)
EXPENSES					
	SALARIES / WAGES	6,180	71,339	74,166	2,827
	CONTRACTUAL SERVICES	1,644	15,344	15,624	280
	COMMODITIES	3,273	5,289	8,291	3,002

FUND: CORPORATE FOR 10 PERIODS ENDING 29, 2024					
ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
GYMNASTICS/TUMBLING					
	MAINTENANCE / CAPITAL INVEST.	0	0	416	0
	TOTAL EXPENSES: GYMNASTICS/TUMBLING	11,098	91,972	98,499	6,527
	NET SURPLUS (DEFICIT)	3,040	89,648	36,916	(52,732)
BASEBALL & SOFTBALL					
REVENUES					
	RECEIPTS	10,904	97,841	79,999	(17,841)
	RECEIPTS	10,904	97,841	79,999	(17,841)
EXPENSES					
	SALARIES / WAGES	0	8,643	6,666	(1,977)
	CONTRACTUAL SERVICES	81	9,484	9,166	(318)
	COMMODITIES	0	17,751	19,791	2,040
	EQUIPMENT REPAIR	0	0	0	0
	TOTAL EXPENSES: BASEBALL & SOFTBALL	81	35,879	35,624	(254)
	NET SURPLUS (DEFICIT)	10,822	61,962	44,375	(17,587)
GENERAL ATHLETICS					
REVENUES					
	RECEIPTS	7,192	328,742	295,333	(33,408)
	RECEIPTS	7,192	328,742	295,333	(33,408)
EXPENSES					
	SALARIES / WAGES	15,825	36,038	43,374	7,336
	CONTRACTUAL SERVICES	2,868	137,687	148,624	10,937
	COMMODITIES	1,983	5,409	6,458	1,049
	TOTAL EXPENSES: GENERAL ATHLETICS	20,677	179,135	198,458	19,322
	NET SURPLUS (DEFICIT)	(13,484)	149,606	96,875	(52,731)
ICE RINKS					
EXPENSES					
	SALARIES / WAGES	0	0	0	0
	COMMODITIES	0	0	0	0
	TOTAL EXPENSES: ICE RINKS	0	0	0	0
	NET SURPLUS (DEFICIT)	0	0	0	0
GYMNASIUMS					
EXPENSES					
	SALARIES / WAGES	925	11,043	23,750	12,706

FUND: CORPORATE					
FOR 10 PERIODS ENDING		29,	2024		
ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
GYMNASIUMS					
	CONTRACTUAL SERVICES	0	0	19,583	0
TOTAL EXPENSES: GYMNASIUMS		925	11,043	43,333	32,290
NET SURPLUS (DEFICIT)		(925)	(11,043)	(43,333)	(32,290)
FITNESS CENTER					
REVENUES					
	RECEIPTS	20,942	186,357	140,083	(46,273)
	RECEIPTS	20,942	186,357	140,083	(46,273)
EXPENSES					
	SALARIES / WAGES	8,676	87,021	78,125	(8,896)
	CONTRACTUAL SERVICES	2,800	22,475	29,345	6,869
	COMMODITIES	728	8,624	8,287	(337)
	MAINTENANCE / CAPITAL INVEST.	410	7,275	5,833	(1,441)
TOTAL EXPENSES: FITNESS CENTER		12,615	125,397	121,591	(3,805)
NET SURPLUS (DEFICIT)		8,326	60,959	18,491	(42,468)
POOL					
REVENUES					
	RECEIPTS	0	732,554	583,374	(149,179)
	RECEIPTS	0	732,554	583,374	(149,179)
EXPENSES					
	SALARIES / WAGES	0	498,800	405,145	(93,654)
	CONTRACTUAL SERVICES	2,361	118,840	84,499	(34,340)
	COMMODITIES	0	87,346	63,374	(23,971)
	MAINTENANCE / CAPITAL INVEST.	262	26,108	7,083	(19,025)
TOTAL EXPENSES: POOL		2,624	731,095	560,103	(170,991)
NET SURPLUS (DEFICIT)		(2,624)	1,459	23,271	21,812
MINI GOLF					
REVENUES					
	RECEIPTS	0	123,216	92,916	(30,299)
	RECEIPTS	0	123,216	92,916	(30,299)
EXPENSES					
	SALARIES / WAGES	0	39,846	31,166	(8,679)
	CONTRACTUAL SERVICES	117	2,972	2,895	(76)
	COMMODITIES	0	8,502	5,749	(2,752)

FUND: CORPORATE					
FOR 10 PERIODS ENDING					
29, 2024					
ACCOUNT		FEBRUARY	FISCAL	FISCAL	\$
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR	REMAINING
			ACUAL	BUDGET	
-----					
MINI GOLF					
	MAINTENANCE / CAPITAL INVEST.	235	682	208	(473)
TOTAL EXPENSES: MINI GOLF		353	52,003	40,020	(11,983)
NET SURPLUS (DEFICIT)		(353)	71,212	52,895	(18,316)
AFTER SCHOOL PROGRAMS					
REVENUES					
	RECEIPTS	136,699	899,282	863,749	(35,532)
	RECEIPTS	136,699	899,282	863,749	(35,532)
EXPENSES					
	SALARIES/WAGES	46,464	344,168	409,999	65,831
	CONTRACTUAL SERVICES	16,413	116,456	286,208	169,751
	COMMODITIES	1,760	17,843	23,833	5,989
	MAINTENANCE/CAPITAL INVESTMTS	0	10,579	8,249	(2,329)
TOTAL EXPENSES: AFTER SCHOOL PROGRAMS		64,639	489,048	728,291	239,243
NET SURPLUS (DEFICIT)		72,060	410,234	135,458	(274,775)
UNDEFINED GROUP					
REVENUES					
	RECEIPTS	58,582	570,461	488,958	(81,503)
	RECEIPTS	58,582	570,461	488,958	(81,503)
EXPENSES					
	SALARIES/ WAGES	25,427	213,217	242,374	29,157
	CONTRACTUAL SERVICES	12,184	125,709	128,708	2,998
	COMMODITIES	2,042	22,772	25,916	3,144
	MAINTENANCE/ CAPITAL INVEST.	756	15,823	16,833	1,010
TOTAL EXPENSES: UNDEFINED GROUP		40,412	377,522	413,833	36,310
NET SURPLUS (DEFICIT)		18,170	192,939	75,125	(117,814)
TOTAL FUND REVENUES		343,498	6,721,244	5,459,123	(1,262,120)
TOTAL FUND EXPENSES		399,458	4,887,669	5,459,122	571,452
SURPLUS (DEFICIT)		(55,959)	1,833,574	1	(1,833,573)

FUND: CORPORATE				
LIABILITY INSURANCE				
REVENUES				
RECEIPTS	20	111,100	154,166	43,065



FUND: CORPORATE					
FOR 10 PERIODS ENDING 29, 2024					
ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
<hr/>					
RECEIPTS		20	111,100	154,166	43,065
EXPENSES					
SPECIAL FUND EXPENSE		0	98,490	154,166	55,676
TOTAL EXPENSES: LIABILITY INSURANCE		0	98,490	154,166	55,676
NET SURPLUS (DEFICIT)		20	12,610	(0)	(12,610)
TOTAL FUND REVENUES		20	111,100	154,166	43,065
TOTAL FUND EXPENSES		0	98,490	154,166	55,676
SURPLUS (DEFICIT)		20	12,610	(0)	(12,610)
FUND: CORPORATE					
IMRF					
REVENUES					
RECEIPTS		125	132,786	191,666	58,880
RECEIPTS		125	132,786	191,666	58,880
EXPENSES					
SPECIAL FUND EXPENSE		9,365	105,162	191,666	86,503
TOTAL EXPENSES: IMRF		9,365	105,162	191,666	86,503
NET SURPLUS (DEFICIT)		(9,240)	27,623	0	(27,623)
TOTAL FUND REVENUES		125	132,786	191,666	58,880
TOTAL FUND EXPENSES		9,365	105,162	191,666	86,503
SURPLUS (DEFICIT)		(9,240)	27,623	0	(27,623)
FUND: CORPORATE					
AUDIT					
REVENUES					
RECEIPTS		0	7,439	11,208	3,768
RECEIPTS		0	7,439	11,208	3,768
EXPENSES					
SPECIAL FUND EXPENSE		0	13,450	11,208	(2,241)
TOTAL EXPENSES: AUDIT		0	13,450	11,208	(2,241)
NET SURPLUS (DEFICIT)		0	(6,010)	0	6,010

		FUND: CORPORATE			
		FOR 10 PERIODS ENDING	29, 2024		
ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
TOTAL FUND REVENUES		0	7,439	11,208	3,768
TOTAL FUND EXPENSES		0	13,450	11,208	(2,241)
SURPLUS (DEFICIT)		0	(6,010)	0	6,010
FUND: CORPORATE					
SOCIAL SECURITY					
REVENUES					
RECEIPTS		208	396,424	324,999	(71,424)
RECEIPTS		208	396,424	324,999	(71,424)
EXPENSES					
SPECIAL FUND EXPENSE		24,313	320,157	325,000	4,842
TOTAL EXPENSES: SOCIAL SECURITY		24,313	320,157	325,000	4,842
NET SURPLUS (DEFICIT)		(24,105)	76,267	(0)	(76,267)
TOTAL FUND REVENUES		208	396,424	324,999	(71,424)
TOTAL FUND EXPENSES		24,313	320,157	325,000	4,842
SURPLUS (DEFICIT)		(24,105)	76,267	(0)	(76,267)
FUND: CORPORATE					
SPECIAL RECREATION					
REVENUES					
RECEIPTS		0	422,963	766,666	343,702
RECEIPTS		0	422,963	766,666	343,702
EXPENSES					
CONTRACTUAL SERVICES		4,639	48,613	45,833	(2,779)
CAPITAL IMPROVEMENTS		595	10,140	499,681	489,540
SPECIAL FUND EXPENSE		0	265,382	221,151	(44,230)
TOTAL EXPENSES: SPECIAL RECREATION		5,234	324,135	766,666	442,530
NET SURPLUS (DEFICIT)		(5,234)	98,828	0	(98,827)
TOTAL FUND REVENUES		0	422,963	766,666	343,702
TOTAL FUND EXPENSES		5,234	324,135	766,666	442,530
SURPLUS (DEFICIT)		(5,234)	98,828	0	(98,827)
FUND: CORPORATE					

FUND: BOND AND INTEREST FUND					
FOR 10 PERIODS ENDING 29, 2024					
ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
BOND AND INTEREST REVENUES					
	RECEIPTS	0	914,126	759,640	(154,486)
	RECEIPTS	0	914,126	759,640	(154,486)
EXPENSES					
	CONTRACTUAL SERVICES	0	911,569	759,640	(151,928)
TOTAL EXPENSES: BOND AND INTEREST		0	911,569	759,640	(151,928)
NET SURPLUS (DEFICIT)		0	2,557	0	(2,557)
TOTAL FUND REVENUES		0	914,126	759,640	(154,486)
TOTAL FUND EXPENSES		0	911,569	759,640	(151,928)
SURPLUS (DEFICIT)		0	2,557	0	(2,557)
FUND: BOND AND INTEREST FUND					
PROJECT REVENUE REVENUES					
	PROJECT REVENUE	22,588	549,253	2,154,999	1,605,746
	PROJECT REVENUE	22,588	549,253	2,154,999	1,605,746
NET SURPLUS (DEFICIT)		22,588	549,253	2,154,999	1,605,746
PLANNING/CONSTRUCTION/GRANTS EXPENSES					
	CONTRACTUAL SERVICES	23,906	155,571	197,499	41,928
TOTAL EXPENSES: PLANNING/CONSTRUCTION/GRANTS		23,906	155,571	197,499	41,928
NET SURPLUS (DEFICIT)		(23,906)	(155,571)	(197,499)	(41,928)
BUILDINGS & IMPROVEMENTS EXPENSES					
	CONTRACTUAL SERVICES	154,450	745,428	1,741,123	995,695
TOTAL EXPENSES: BUILDINGS & IMPROVEMENTS		154,450	745,428	1,741,123	995,695
NET SURPLUS (DEFICIT)		(154,450)	(745,428)	(1,741,123)	(995,695)
PARKS/PLAYGROUNDS IMPRV/ACQ EXPENSES					
	CONTRACTUAL SERVICES	28,464	413,398	1,489,253	1,075,854
TOTAL EXPENSES: PARKS/PLAYGROUNDS IMPRV/ACQ		28,464	413,398	1,489,253	1,075,854
NET SURPLUS (DEFICIT)		(28,464)	(413,398)	(1,489,253)	(1,075,854)

FUND: CONSTRUCTION / CAPITAL IMPROV.  
FOR 10 PERIODS ENDING 29, 2024

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACUAL	FISCAL YEAR BUDGET	\$ REMAINING
-----					
LANDSCAPING & GROUNDSKEEPING EXPENSES					
	CONTRACTUAL SERVICES	0	41,781	67,916	26,135
	TOTAL EXPENSES: LANDSCAPING & GROUNDSKEEPING	0	41,781	67,916	26,135
	NET SURPLUS (DEFICIT)	0	(41,781)	(67,916)	(26,135)
OPERATING EQUIP. & VEHICLES EXPENSES					
	CONTRACTUAL SERVICES	60,327	234,955	261,099	26,143
	TOTAL EXPENSES: OPERATING EQUIP. & VEHICLES	60,327	234,955	261,099	26,143
	NET SURPLUS (DEFICIT)	(60,327)	(234,955)	(261,099)	(26,143)
RECREATION EQUIP. REPAIRS EXPENSES					
	CONTRACTUAL SERVICES	0	0	2,500	0
	TOTAL EXPENSES: RECREATION EQUIP. REPAIRS	0	0	2,500	0
	NET SURPLUS (DEFICIT)	0	0	(2,500)	0
EMERGENCY REPAIRS/REIMB. EXPENSES					
	CONTRACTUAL SERVICES	3,565	39,458	351,729	312,270
	TOTAL EXPENSES: EMERGENCY REPAIRS/REIMB.	3,565	39,458	351,729	312,270
	NET SURPLUS (DEFICIT)	(3,565)	(39,458)	(351,729)	(312,270)
	TOTAL FUND REVENUES	22,588	549,253	2,154,999	1,605,746
	TOTAL FUND EXPENSES	270,715	1,630,592	4,111,121	2,480,528
	SURPLUS (DEFICIT)	(248,126)	(1,081,338)	(1,956,121)	(874,782)

**DIRECTOR'S  
MONTHLY AGENDA AND REPORT  
Nicole Vickers, CPRP  
March 18, 2024**

**COMMUNICATIONS**

Staff has successfully worked with the school district and Shodeen to secure utility usage at Mill Creek Community Park. The project is currently out to bid and the board should anticipate seeing those results at the April board meeting.

Please mark your calendars for the upcoming Earth Day Celebration of April 20<sup>th</sup>. The day will consist of a variety of fun activities/games, recycling opportunities, paper shredding and planting young prairie plugs.

Wine, Cheese, and Trees was a huge success! The event included collaboration from the Geneva Park District Foundation, Library Foundation, and the Natural Resource Committee. It was an honor to participate in such a worthwhile event with supportive community partners.

Staff has completed annual evaluations as well as salary surveys and recommendations for the upcoming budget year.

A public playground replacement meeting was held for Wellington Park playground replacement in an effort to receive public input. Staff will continue to move forward on the playground project and the board should anticipate bid results in the near future.

The Foundation meeting was held on March 12<sup>th</sup> with the review of the annual budget, recap of Wine, Cheese, and Trees, and discussion about the 2024 Autumn Fair which will be held on September 21<sup>st</sup>. The Foundation board has also recently welcomed two new members.

Staff is finalizing the 2024/25 proposed budget and will present it to the Finance Committee (John Frankenthal and Jay Moffat) in April, followed by a presentation to the full Board on April 15<sup>th</sup>.

Please be on the lookout for your statements of economic interest which need to be filed by May 1, 2024.

Enclosed in your packet is the board calendar including important meeting, event and continuing education dates.

**FUTURE MEETINGS**

Finance Committee-Budget Meeting (Jay Moffat & John Frankenthal)	TBD	TBD
Regular Scheduled Board Meeting	April 15, 2024	7:00 PM
Recreation Committee Meeting	TBD	TBD
GPD Foundation Meeting (Annual and Regular)	May 2, 2024	7:00 PM

### **PECK FARM HOUSE RAILING REPLACEMENT**

A portion of the railing on the back of the Peck Farm House is in need of replacement. The railing has experienced significant decay. Staff would recommend moving forward with this repair work with Craiger Custom Design. Carl Gorra will be present to address any questions the board might have.

### **CRACK FILL, SEALCOAT, AND STRIPING SERVICES**

Enclosed in your packet is a memo outlining the bid results for the contracted services to crack fill, sealcoat, and stripe which include parking lots and trails. Staff would recommend approving the low bid in the amount of \$49,200 from MML Premier Services.

### **WINDING CREEK ARCHITECT PROPOSAL**

Winding Creek is a new development and staff is looking to outline a master plan with community involvement and ultimately apply for grant funding to help off-set the cost of the new amenities. Staff would request the board approve the proposal submitted by Upland Design in the amount of \$17,800 for the Master Plan/Public Engagement and OSLAD Grant application.

### **SPRING LANDSCAPE CLEANUP BID RESULTS**

Enclosed in your packet is a memo outlining the extension of the contract for landscape clean-up services. Staff would recommend continuing with Langton Group for an additional year in the amount of \$25,791.

### **CARRIAGE CREST EASEMENT**

Enclosed in your packet is a memo outlining the request from the City of Batavia for an easement for the reworking of the stormwater recharge basin and creation of a utility easement. As a matter of efficiency, staff also worked in conjunction with the Batavia Park District throughout this project. Staff would look for approval of the easement. Carl Gorra will be present to answer any questions the board might have.

### **FITNESS EQUIPMENT PURCHASE**

Staff is looking to replace dumbbell weights at SPRC as they have begun to deteriorate and becoming unusable. After researching, staff is recommending the purchase of urethane weights as they have a longer lifespan. Elliott Bortner will be present to answer any questions the board may have.

### **GYM FLOOR SCREENING**

Due to a lack of bids on the sanding/resurfacing project for the gym floors at SPRC, staff is looking to pursue a maintenance project of screening the floor and applying a top coat. This process has been successful and performed several times over the years. Elliott Bortner will be able to answer any questions the board might have.

### **PERSONNEL & POLICY COMMITTEE RECOMMENDATIONS**

The Personnel & Policy Committee met on March 13 to discuss recommendations for salary and wage proposals in preparation of the 2024/25 budget. The Committee (Jay Moffat & Doug Jones) reviewed the proposal and minutes of that meeting are enclosed. Staff would ask for a motion to approve the salary and wage recommendations for the 2024/25 fiscal year.

# MARCH 2024

SUN

MON

TUE

WED

THU

FRI

SAT

01

02

Parents Night  
Out 6pm @  
SPRC

03

04

05

06

07

08

09

City Council &  
Comm of the  
Whole Mtg @7

Fun with Your  
Son Night  
6-8pm

10

11

12

13

14

15

16

School District  
Mtg @ 7pm

GPD Foundation  
Mtg @7pm

Job Fair  
1pm – 3pm  
@SPRC  
Plan Comm Mtg  
@ 7pm

Parents Night  
Out 6pm @  
SPRC

17

18

19

20

21

22

23

GPD Board Mtg  
@ 7pm

City Council &  
Comm of the  
Whole Mtg @7

HPC Mtg @  
7pm

Egg-mazing  
Race  
5:30-7:30pm

Bunny Breakfast  
8:15am & 10:15am  
@ SPRC

Egg Hunt  
10am @ SPRC

24

25

26

27

28

29

30

Spring Break  
Talent Show at  
PH38 @7pm

Job Fair  
5pm – 7pm  
@SPRC

Library Mtg @  
7pm  
Plan Comm Mtg  
@ 7pm

Good Friday  
Admin Offices  
Closed

Bunny Basket  
Deliveries

Bunny Basket  
Deliveries

31

Facilities  
Closed  
Easter Holiday



# APRIL 2024

SUN

MON

TUE

WED

THU

FRI

SAT

01

City Council &  
Comm of the  
Whole Mtg @7

02

03

04

Parents Night Out  
@ SPRC 6pm

Karaoke Night  
@PH38 7pm

05

Pickleball  
Tournament  
@SPRC

06

07

08

School District  
Mtg @ 7pm

09

10

Plan Comm Mtg  
@ 7pm

11

12

Star Gazing  
@ PFP 7:30-8:15pm

13

Cabaret  
Fundraiser  
@ PH38 7pm

14

Job Fair  
1pm – 3pm  
@Harrison  
Street School

15

GPD Board Mtg  
@ 7pm

City Council &  
Comm of the  
Whole Mtg @7

16

HPC Mtg @  
7pm

17

18

Parents Night Out  
@ SPRC 6pm

19

Earth Day  
11am-1pm @  
Peck Farm Park

20

21

School District  
Mtg @ 7pm

22

23

24

Library Mtg @  
7pm

25

Plan Comm Mtg  
@ 7pm

26

27

28

29

30



**GENEVA PARK DISTRICT  
PARKS AND PROPERTIES REPORT  
CARL GORRA  
SUPERINTENDENT OF PARKS AND PROPERTIES  
March 18<sup>th</sup>, 2024**

STAFF

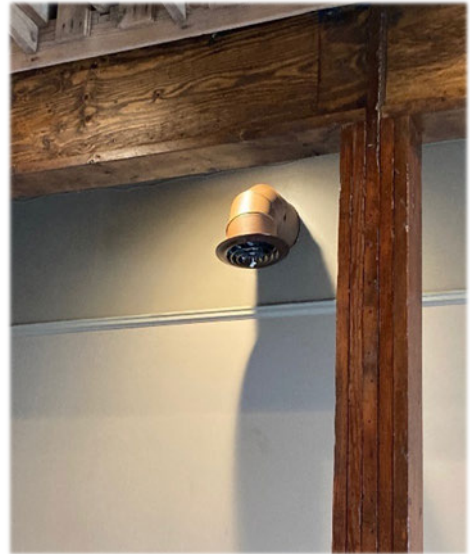
- The Parks Department is advertising to find staff to fill seasonal positions that will soon be open. Of major importance is to fill the longer-term positions, those running from April thru October. Ads are being placed at Northern Illinois University, College of DuPage, Elgin Community College, Waubonsie and Kishwaukee Colleges.
- Possibilities for a part time grant writer are being investigated. A recent interview with a potential writer will help define expectations from both the District and any eventual employee. This particular applicant currently works full time for a neighboring park district, having had years of administrative experience at both Naperville Park District and the City of Naperville.
- An open position of Parks Specialist II has been filled internally by a current full-time employee. This move is a step up for this employee. The transition will be that from general park duties to more specialized skills of turf fertilizing and weed control. Training for the new role has already begun.
- Parks has found a part time greenhouse watering technician. This person will water for about two hours on both Saturdays and Sundays thru May.
- February and March have both presented a number of training opportunities for staff. Twelve staff members attended some type of related educational classes during this time period, with employees averaging about eight hours of training each.

PROJECT / OPERATIONS UPDATES

- The annual sealcoating bid was publicly advertised and the bids opened March 11<sup>th</sup>. As a general guideline, asphalt parking lots are seal coated every four years while asphalt trails are sealcoated every eight years. The bid for 2024 work centers on SPRC, both the parking lot and associated trails. Sealcoating will be performed when the facility is closed for a holiday, or when the facility is shut down for annual maintenance.
- Pool work has commenced in earnest. The Trades group is working on a number of pool related projects including; readying the Sunset bath house plumbing, replacing chemical feed lines in the pump house, electrical upgrades and repairs to play features within the pools themselves.
- Parks staff have started Spring cleanup in parks. This work includes raking leaves, removing debris and applying mulch around trees and within planting beds. While the work to prepare seven parks is contracted out, the bulk of the work will be accomplished in house.

FACILITIES / VEHICLES / EQUIPMENT

- A quote has been offered by Craiger Woodworks to complete the repair of the wooden railing behind the Peck Farmhouse. Craiger Woodworks repaired about half the railing in 2023, their work being very well done. Much was learned about the construction of the original railing which will make the repair of the remaining railing more predictable.
- Legends Exteriors has provided a quote for painting the outside of the Sunset administration building and replacing ten windows on the building. Total cost is about \$80K.
- Parks staff have finished their work inside the Orientation Barn at Peck Farm, at least for the Winter season. After removal of the drop ceiling by staff, light fixtures were upgraded and HVAC ductwork was replaced. Parks staff then returned to wash each ceiling joist, sanding any unfinished/painted wood, followed by the application of stain. Additionally, HVAC ductwork was painted so as to blend into the wood framing members of the ceiling. Additional work will continue in Fall, once staff free up from other duties.



- Staff are meeting with Verde Energy Efficiency Experts to assess the feasibility of installing electric vehicle charging stations. ComEd has current financial incentives to install charging stations. Cost of an installed charger, after financial incentives would be approximately \$25,000 as a turnkey project. Should the District require a mechanism to charge for the electricity used, an additional yearly cost of \$200 would be expected.

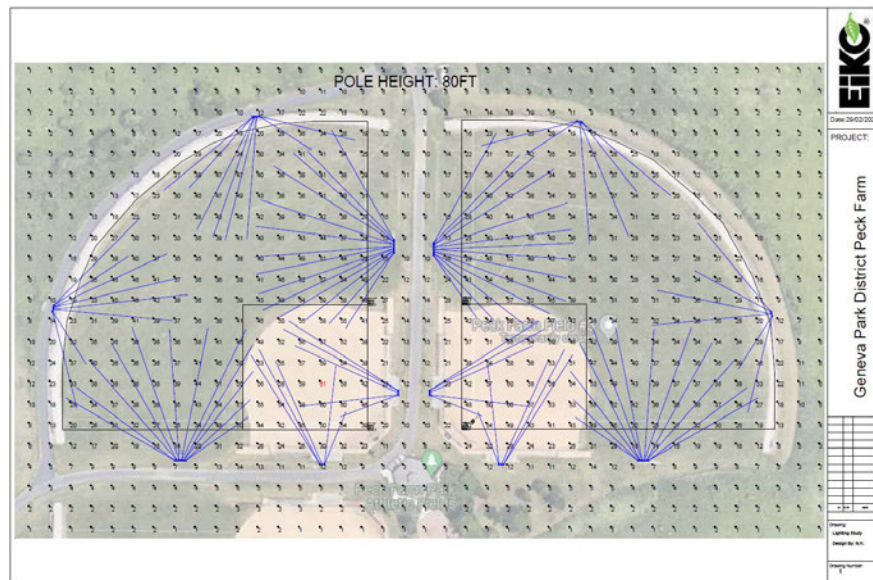


- The historic fieldhouse at Island Park is slated for some upcoming work including restroom renovation and tuckpointing. The Geneva History Museum has been able to provide insight as to what the building looked like years ago. The photo above is from 1946.

## ATHLETICS

- The District is again working with Lead Electric to take advantage of the ComEd Energy Efficiency Program. The program will pay for the conversion of athletic field lights at Peck Athletic Fields from metal halide to LED lighting. The 100 light fixtures required have been ordered and are expected to be installed before the ball fields are scheduled for play. According to the National Federation of State High School Associations and NCAA rules a standard high school or college sized baseball field should have an average illuminance of 50-foot candles on the infield and 30 fc on the outfield. The design at Peck meets these requirements.





## HORTICULTURE / NATURAL AREAS / GARDEN PLOTS

- Early season work on the prairie at Peck has begun. Removal of invasive woody plants began March 15<sup>th</sup>. Smaller trees are cut close to the ground and removed. The remaining stumps are treated chemically to prevent any re-sprouting.
- RLS Company is slated to rework more of the Garden Plot gravel parking lot. Similar to work done in 2023, the existing gravel will be excavated two inches deep and relocated to the farthest reaches of the parking lot. New, more appropriately sized gravel will be brought in and graded smooth. Previous work has resulted in a gravel drive that is much more resistant rutting, and generates minimal dust while being driven on.
- The growing season is coming sooner than might have been expected. Early season crops like pansies would typically go out in mid-April, however this year they will likely go out in late March. Horticultural events, such as the bloom of a dandelion can be predicted based upon the equation below. Using current recorded high and low temperatures, we can expect dandelions to bloom May 3<sup>rd</sup>.

$$\frac{\text{Max temperature} + \text{Minimum Temp}}{2} \text{ minus } \text{Base Temp} = \text{Daily GDD}$$



Planted in late 2023, these Crocus can be seen blooming on a hillside at Wheeler Park.

**GENEVA PARK DISTRICT  
RECREATION BOARD REPORT  
ELLIOTT BORTNER, CPRP, AFO  
SUPERINTENDENT OF RECREATION  
March 18, 2024**

**UPDATE:**

**I. PROGRAMS**

Spring is in the air! Registration for the spring season began on Tuesday, March 5 with resident registration day. Non-resident registration began the following week on Tuesday, March 12. Included in spring registration is swim lessons and summer camps.

Registration for next school year's Kids' Zone program is in full swing with the completion of priority registration for returning participants earlier this month. Registration opened to new participants the week of March 11.

Girls and boys basketball leagues are concluding their seasons in March, as well as the high school and adult basketball leagues. All four leagues saw growth in participation from FY22-23.

We are set to host our first collaborative program for seniors with the Geneva History Museum later this month with a tour of historic downtown Geneva and lunch at a local restaurant.

Staff have plans in place to offer two kayaking programs in collaboration with Mill Race Cyclery later this summer.

**II. EVENTS**

Fun With Your Son Night took place on Saturday, March 9 at the Geneva High School with over 350 participants in attendance. The carnival-themed event featured a magic show, live DJ, selfie-station, carnival games, and more.



The Eggmazing Race, Bunny Breakfast and Egg Hunt, and Bunny Basket Deliveries are all set to take place later this month. Staff utilized the help of a local Girl Scout troop to stuff thousands of eggs.

Earth Day Celebration is scheduled for April 20 and will take place at Peck Farm Park. The event will feature garbage can painting, prairie plug planting, a scavenger hunt, and various recycling

opportunities including on-site paper shredding. Staff have been working closely with the Natural Resources Committee to plan the event.

### **III. FACILITIES**

#### ***Sunset Fitness Center and SPRC***

The bid process for SPRC gym floor resurfacing concluded on March 8. Unfortunately, no bids were submitted. As an alternative option, included in the board packet is a memo to recommend approval of screening and applying polyurethane to the gym floor and dance studio.

BestLife Fitness hosted an open house on Thursday, February 29 from 4:00-7:00pm. Potential and current members enjoyed prizes, giveaways, and discounts on new memberships and membership renewals. The event resulted in 13 new memberships and 9 renewals between both fitness centers.

#### ***Playhouse 38***

The theatre hosted its first rental since the pandemic on March 2. The Motown artist performed two shows to over 160 total audience members and expressed a desire to return in the future.

The production of Comic Book Artist concluded on the weekend of March 8 – March 10. Total audience figures exceeded 240 for the youth play. The next show will be a youth musical and will audition the week of March 18.

The adult production *The Complete Works of Shakespeare (Abridged)* took place the weekend of March 15 – March 17. At the time of writing this report, over 70 tickets have been sold between the three shows.

The next special event to take place at the theatre is the Spring Break Talent Show on March 26.

#### ***Sunset Pool and Mill Creek Pool***

Staff from both the Recreation and Parks Departments met last week to ensure all plans are in motion to open aquatics facilities in the coming months.

At the time of writing this report, the filter replacement project at Sunset Pool is still slated to start on Friday, March 22. Demolition of the current filters will begin as soon as the new filters are received.

A preseason inspection of the pumps at Sunset Pool revealed three pumps, including one of the circulation pumps, are in need of repair. The repairs, which require the pumps to be pulled and brought to the contractor's shop, will not exceed an expense of \$82,192.

### **IV. STAFF**

We would like to welcome Brendan Lochbaum to the recreation team! Brendan has assumed the role of Customer Service Manager at Sunset Community Center.

**INFORMATION:****I. SUNSET REPORT**

Comparison figures for Sunset Racquetball and Fitness Center are as follows:

<b>Revenue Summary</b>	<b>February 2023</b>	<b>February 2024</b>
<i>Membership Revenue</i>		
Paid in Full Memberships	\$8,109.00	\$14,165.00
Ongoing Memberships	\$4,079.00	\$5,457.00
Short Term Memberships	\$52.00	\$24.00
<b>Total</b>	<b>\$12,240.00</b>	<b>\$19,646.00</b>
<i>Additional Revenue</i>		
Court Fees	\$582.00	\$168.00
Guest Fees	\$855.00	\$740.00
Vending Machine Sales	\$141.00	\$118.00
<b>Total</b>	<b>\$1,578.00</b>	<b>\$1,026.00</b>
<b>Total Monthly Revenue</b>	<b>\$13,818.00</b>	<b>\$20,672.00</b>

<b>Annual Membership Summary</b>	<b>Transaction Type</b>	<b>February 2023</b>	<b>February 2024</b>
<i>Resident Paid in Full</i>	New	6	15
	Renew	11	24
<i>Resident Ongoing</i>	New	3	9
	Renew	1	3
<i>Non-Resident Paid in Full</i>	New	1	1
	Renew	2	2
<i>Non-Resident Ongoing</i>	New	3	1
	Renew	0	0
<b>Totals</b>	<b>Total New</b>	<b>13</b>	<b>26</b>
	<b>Total Renew</b>	<b>14</b>	<b>29</b>
	<b>Overall Total</b>	<b>27</b>	<b>55</b>

<b>Other Memberships Summary</b>	<b>February 2023</b>	<b>February 2024</b>
One Month	3	3
Two Months	1	1

<b>Usage Summary</b>	<b>February 2023</b>	<b>February 2024</b>
<i>Fitness Center</i>		
Members	4,690	4,813
Free Guests	12	1
Paid Guests	88	59
<b>Total Fitness Center Usage</b>	<b>4,790</b>	<b>4,873</b>

<i>Court Usage</i>		
Reserved Court Time	39	42
Walk-on Court Time	12	1
<b>Total Court Usage</b>	<b>51</b>	<b>43</b>

<b>Year to Date Comparison</b>	<b>2023</b>	<b>2024</b>
<i>Sunset Membership Summary*</i>		
Paid in Full Memberships	351	436
Ongoing Memberships	130	157
<b>Total Sunset Memberships</b>	<b>481</b>	<b>593</b>
Paid in Full Members	503	606
Ongoing Members	252	207
<b>Total Sunset Members</b>	<b>755</b>	<b>813</b>
<i>Revenue Summary</i>		
Membership Revenue YTD	\$129,443.00	\$166,853.00
Projected Ongoing Revenue	\$8,158.00	\$10,914.00

\*Excludes Gold Memberships/Members

## II. SPRC REPORT

Comparison figures for Stephen D. Persinger Recreation Center are as follows

<b>Revenue Summary</b>	<b>February 2023</b>	<b>February 2024</b>
<i>Membership Revenue</i>		
Paid in Full Memberships	\$27,344.00	\$27,190.00
Ongoing Memberships	\$11,008.00	\$13,183.00
Short Term Memberships	\$639.00	\$897.00
Track Passes	\$3,118.00	\$2,995.00
<b>Total</b>	<b>\$42,109.00</b>	<b>\$44,265.00</b>
<i>Additional Revenue</i>		
Guest Fees	\$1,052.00	\$899.00
Vending Machine Sales	\$329.00	\$645.00
Open Gym Youth	\$1,086.00	\$1,771.00
Open Gym Adult	\$384.00	\$415.00
Birthday Parties	\$3,475.00	\$2,700.00
<b>Total</b>	<b>\$6,326.00</b>	<b>\$6,430.00</b>
<b>Total Monthly Revenue</b>	<b>\$48,435.00</b>	<b>\$50,695.00</b>

<b>Annual Membership Summary</b>	<b>Transaction Type</b>	<b>February 2023</b>	<b>February 2024</b>
<i>Gold Resident Paid in Full</i>	New	1	1
	Renew	6	8
<i>Gold Resident Ongoing</i>	New	3	4
	Renew	5	0
<i>Gold Non-Resident Paid in Full</i>	New	0	0
	Renew	0	0
<i>Gold Non-Resident Ongoing</i>	New	0	1
	Renew	2	0
<i>SPRC Resident Paid in Full</i>	New	12	12
	Renew	13	18
<i>SPRC Resident Ongoing</i>	New	11	4
	Renew	2	3
<i>SPRC Non-Resident Paid in Full</i>	New	3	12
	Renew	5	8
<i>SPRC Non-Resident Ongoing</i>	New	0	3
	Renew	0	1
<b>Totals</b>	<b>New</b>	<b>30</b>	<b>37</b>
	<b>Renew</b>	<b>33</b>	<b>38</b>
	<b>Total</b>	<b>63</b>	<b>75</b>

<b>Other Memberships Summary</b>	<b>February 2023</b>	<b>February 2024</b>
Track Pass	59	48



SPRC One Month	3	7
SPRC Two Months	5	5
Gold One Month	1	1
Gold Two Months	0	0

Usage Summary	February 2023	February 2024
<i>Fitness Center</i>		
Members	8,791	8,501
Free Guests	17	19
Paid Guests	112	93
Track	1,823	1,705
<b>Total Fitness Center Usage</b>	<b>10,743</b>	<b>10,318</b>
<i>Open Gym</i>		
Youth	326	537
Adult	102	109
Pickleball	737	844
<b>Total Open Gym Usage</b>	<b>1,165</b>	<b>1,490</b>
Birthday Parties	16	11

Year to Date Comparison	2023	2024
<i>SPRC Membership Summary</i>		
Paid in Full Memberships	660	659
Ongoing Memberships	251	285
Track Memberships	596	625
<b>Total SPRC Memberships</b>	<b>1,507</b>	<b>1,569</b>
Paid in Full Members	1,181	1,150
Ongoing Members	574	616
<b>Total SPRC Members</b>	<b>1,755</b>	<b>1,766</b>
<i>Gold Membership Summary</i>		
Paid in Full Memberships	169	155
Ongoing Memberships	67	85
<b>Total Gold Memberships</b>	<b>236</b>	<b>240</b>
Paid in Full Members	346	329
Ongoing Members	199	241
<b>Total Gold Members</b>	<b>545</b>	<b>570</b>
<i>Revenue Summary</i>		
Membership Revenue YTD	\$333,644.00	\$373,628.00
Projected Ongoing Revenue	\$22,016.00	\$26,366.00

# Memo

**To:** GPD Board of Commissioners and Nicole Vickers  
**From:** Carl Gorra  
**CC:** Christy Powell  
**Date:** March 18<sup>th</sup>, 2024  
**Re:** Peck Farm House Railing Replacement

---

## **Purpose:**

The Purpose of this memorandum is to provide The Board of Commissioners with information to consider the approval of the renovation of a portion of the Peck Farm House railing in the amount of \$10,800.

## **Background**

A portion of the railing on the back of the Peck Farm House needs replacement. The wooden railing has, over the years, experienced significant decay. Work has already begun on this project, with the replacement of a smaller portion of the railing completed in late 2023. The initial work was limited in scope. Neither the District nor the selected contractor could satisfactorily assess the condition of the structure until it was dismantled. The decision was made to replace about one third of the railing, the area that visually appeared to be in the need of most significant repair. In this fashion, neither the contractor bidding the job nor the District would be significantly impacted if unforeseen work was required. As the railing was disassembled, more work was needed than had been obvious.

Now that a better understanding of what work needs to be done to complete the job, a new quote has been offered. Craiger Custom Designs, the contractor who performed the initial repair is poised to finish the job. Their work in 2023 was exceptionally well done – accurately matching the style and coloring of the rest of the railings.

## **Financial**

The repair of the railing at the Peck Farm House would be funded through the Peck Farm Park capital account C-1399. This account has \$64,000 unencumbered within the 2023-2024 budget.

## **Recommendation**

Staff recommends the Board of Commissioners approve the expenditure of \$10,800 to Craiger Custom Design for the renovation of the railings at the Peck Farm House.

# Memo

**To:** GPD Board of Commissioners, Nicole Vickers, and Carl Gorra

**From:** Ken Kerfoot

**CC:** Christy Powell

**Date:** 3/18/24

**Re:** Contracted Crack Fill, Sealcoat and Striping Services

---

## Purpose:

The purpose of this memorandum is to provide The Board of Commissioners with information to consider the approval of the proposal for contracted crack fill, sealcoat and striping services of the parking lots and trails at Stephen Persinger Recreation Center.

## Background

Crack filling and sealcoating are effective and economical means of extending the life of asphalt. Each year the asphalt trails and parking lots of the District are inspected, a list of needed work is compiled and contractors are invited to submit bids for the work.

A publicly advertised bid resulted in five proposals. MML Premier Services submitted the lowest qualified bid. The bid once again specified the use of non-coal tar sealcoating materials. Bid results are as below:

Bidder	MML Premier Services	SKC Construction	Denler Inc.	Patriot Pavement Maintenance	Citadel Construction
Total	\$49,200	\$50,386	\$52, 643	\$59,254	\$149,437

## Financial

Contractual crack fill, sealcoat and striping services are paid from our C-1230 Parking Lot Repairs and C-1311 Park Trail Improvements accounts. These accounts will have sufficient funds at the beginning of the 2025 fiscal year to complete the proposed crack fill, sealcoat and striping services.

## Recommendation

MML Premier Services performed crack fill, sealcoat and striping services at many of our locations to our satisfaction in 2022. Staff recommends the Board of Commissioners approve the bid from MML Premier Services in the amount of \$49,200 for crack fill, sealcoat and striping services of the parking lots and trails at Stephen Persinger Recreation Center.



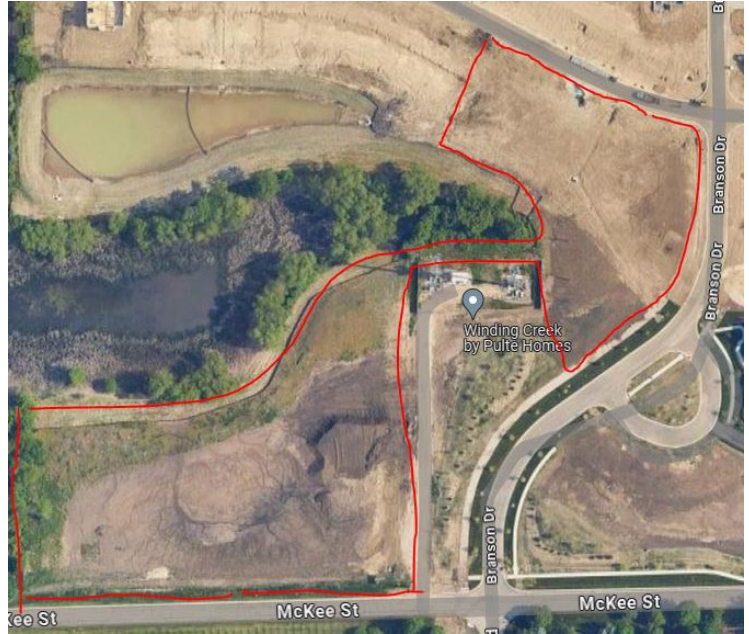
## **Winding Creek Park Master Plan and OSLAD Grant Preparation**

March 8, 2024

### **Geneva Park District**

**Project Background:** Winding Creek Park is a new neighborhood park in Geneva, located between north of McKee Street and part of a new neighborhood development. The Geneva Park District is expecting to take possession of the site soon and would like to undertake a planning process with community engagement. Once the project master plan is complete, an Illinois Department of Natural Resources Open Space Land Acquisition and Development (OSLAD) grant application will be prepared and submitted in September of 2024. Potential improvements include:

- Playground
- Shelter
- Basketball Court
- Walking Trail
- Wetland Lookout
- Outdoor Games
- Other Amenities as Determined



**Project Scope:** Upland Design Ltd proposes to accomplish the following work items to assist the Park District with the park master plan and OSLAD grant application. An approximate timeline is indicated, and actual dates will be set to accommodate Geneva Park District needs, and grant deadlines. The construction budget will be confirmed during the planning process.

A two-phase approach to planning will be utilized:

Phase I – Master Plan & Public Engagement

Phase II – OSLAD Grant Application

## Phase I Master Plan & Public Engagement

---

**Survey & Base Data:** The Park District will share a Plat of Survey, Topographic Survey and Warranty Deeds showing ownership for the property. The survey will also be used as a base for planning and future construction documents. Upland will gather FIRM map, Eco CAT, USGS and soils information for the site.

**Kick-Off Site Visit:** A site visit was made in winter of 2024. We met with Park District staff at the site and discussed challenges and opportunities. Photos were taken for in-office reference.

**Preliminary Park Ideas:** Upland Design Ltd will prepare idea boards and multiple playground ideas for the first public meeting. In addition, amenity images for seating and shade will be prepared. These idea color photos and playground options will be shared and discussed with Park District Staff for their input. Upland will update the boards for the first public meeting. (1 Virtual Meeting)

**Public Open House #1:** The playground ideas, park improvements, and idea images will be presented at the first public meeting. The public will have an opportunity to share thoughts and give input. Surveys, stickers and/or input cards will be used to garner feedback. The Park District will advertise the meeting and share it on social media. Advertisements and sign in sheets will be collected for grant submittal. (Public Meeting #1 - in person)

**Concept Development:** After initial public input, Upland will prepare two concepts utilizing public feedback. Playground options will also be created, and three-dimensional images of the playgrounds will be prepared. A cost estimate for each concept will be prepared detailing the construction costs for each amenity. Color images will be included, and costs will be presented to Park District Staff for review. Based on comments from the staff, the concept will be adjusted and rendered for the second public meeting. (1 Virtual Meeting)

**Public Open House #2:** The rendered concept will be presented to the public at a second open house. Upland will prepare a survey to garner written input. Meeting attendees will make comments. This information can also be shared digitally if the Park District would like to add it to their website for additional input. A summary of comments will be prepared and a recommendation for the final list of program elements. Advertisements and sign in sheets will be collected for grant submittal. (Public Meeting #2 - in person)

**Master Plan Preparation and Costs:** Based on the staff feedback and the second public open house, Upland Design will prepare a final master plan document. The site plan and cost estimates will be updated and rendered with labels. These will be submitted to the Park District staff via email for approval.

**Comprehensive Plan:** Based on the final amenities chosen for the master plan, Upland Design will review the Park District's comprehensive plan and recommend updates if needed. Recommendations will be discussed with staff and taken to the board for approval. The updates will be incorporated into the OSLAD grant application.

**Board Review and Resolution Approval:** The Board of Commissioners will review the master plan and cost estimate at a Board meeting. Upland will make any final adjustments to the plan based on the Board input. The Board of Commissioners will review and approve a resolution for the submission of the OSLAD Grant application. After approval, these documents will be utilized in the grant application. As an option, Upland staff can attend the Board meeting and present the plan and costs.

## Phase II - OSLAD Grant Application

Upland Design will prepare an OSLAD grant application based on the selected plan and costs. The Park District will assist with connecting their GATA portal to Amplifund and sharing access with Upland Design so that documents can be uploaded and submitted. Narratives will be prepared with supplemental information as listed below for a complete application. We will discuss the final cost to be submitted with the grant application with the Park District to ensure concurrence with each element. A number of items will be shared by the District as listed below to complete the application.

	Park District	Upland Design
Amplifund Web Set Up with District – Filled in by Upland	X	X
GATA and CAGE Documentation and Numbers	X	
General Project Data	X	X
Acquisition History and Certification – reviewed and signed	X	X
Resolution of Authorization – reviewed and signed	X	X
Development Data / Cost Estimate		X
Narrative Statement		X
Location Map		X
Site Development Plan		X
Sketches and Elevations of Project Elements		X
Premise Plat Map	X	
Environmental Assessment Statement		X
Ecological Compliance Assessment Tool (EcoCAT) report		X
Cultural Resources, Endangered Species and Wetland Report ( a wetland delineation is not included)		X
Winding Creek Wetland Map		X
Deed, Commitment for Title Insurance, or Lease	X	
FEMA Flood Map		X
Project Justification: Community Plan, Public Hearing Information, Support Letters, etc.	X	X

Upland Design will submit a draft copy of the grant application to the Park District via email. Park District Staff will review the draft grant submittal and Upland Design will make final changes based on the input. The documents will then be uploaded on the IDNR website in the Amplifund system.

With the plans and documents approved and submitted, a digital file of the grant submittal will be delivered to the Park District. Upland Design will assist with questions during the IDNR grant review process.

**IDNR Site Visit:** The Park District staff will meet with IDNR grant staff onsite if they request a tour.

**IDNR Interview:** Interviews were not completed in the most recent grant cycle, and we do not expect them to take place in 2024. If that changes, Upland Design will work closely with the Park District to prepare a presentation for grant staff to be given by the Park District.

Scope	Date
Idea Images & Public Meeting #1	April 1- April 30, 2024
Concept Planning & Public Meeting #2	May 1 – June 15, 2024
Finalize Master Plan and Costs	June 16 - June 30, 2024
Prepare OSLAD Grant	July 1 - September 11, 2024
Submit OSLAD Grant	September 11, 2024
IDNR Grant Deadline	September 13, 2024

## Professional Fees

The following professional fees are lump sum for the work described in for professional services by Upland Design Ltd along with subconsultant, JLH Land Surveying Inc.

Phase I: Master Plan & Public Engagement	\$11,500
Phase II: OSLAD Grant Application	\$ 6,300
<b>Total</b>	<b>\$17,800</b>

## Optional Board Meeting Attendance: \$800/Meeting

**Reimbursable Costs:** Reimbursable items will include plotting and printing of drawings, foam core, tolls, IEPA Eco-Cat, and delivery of plans/documents at the direct cost to Upland Design Ltd and mileage reimbursement at the current IRS reimbursement rate.

**AGREEMENT BETWEEN CLIENT and FIRM  
FOR LANDSCAPE ARCHITECTURAL SERVICES  
WINDING CREEK PARK MASTER PLAN & OSLAD GRANT**

**Geneva Park District**

355 W Washington Ave

Geneva, IL 60044

Phone: 847.234.4150.....The Owner

And

**Upland Design Ltd.**

24042 Lockport St., Suite 200

Plainfield, IL 60544

Phone: 815.254.0091.....The Firm

Owner and Firm agree as set forth below:

**1. Firm's Basic Services**

The Firm agrees to provide its professional services in accordance with generally accepted standards of its profession. The Firm agrees to put forth reasonable efforts to comply with codes, laws and regulations in effect as of the date of this contract. **See Page 1-4: Proposal for description of Landscape Architectural Services.**

**2. Excluded Services**

Scope of services set forth on page 1-4 is included in this agreement. Excluded services include but are not limited the following: Hydrologic/hydraulic modeling the floodplain/floodway, engineering of any kind, wetland mitigation, archeological services, environmental testing, engineering, subsurface conditions and material testing, boundary survey, topographic survey, soil borings, construction layout; construction scheduling; construction work; work-site safety, labor negotiations, permit fees, meetings, tree survey, tree preservation plans, irrigation plans or court appearances as part of these services.

Hazardous Materials: The scope of the Firm's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

**3. Construction Phase Services**

If Firm performs any services during the construction phase of the project, Firm and sub-consultants shall not supervise, direct, or have control over Contractor's work. The Firm and sub-consultants shall not have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the Contractor. The Firm does not guarantee the performance of the construction contract by the Contractor and do not assume responsibility for the Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

**4. Firm's Insurance**

The Contract documents shall include Firm's Proof of Insurance with Owner listed as certificate holder.



## 5. Owner Responsibilities

The Owner has designated Nicole Vickers, Executive Director, as the contact person(s) for this project. The Firm will direct correspondence and information to the contact person. The Owner will provide pertinent information to the Firm in a timely manner so as not to hinder or delay the Firm performing their work in a timely and cost-effective manner throughout the project.

The Owner agrees to provide Firm with existing base information for the site and will assist the Firm with obtaining other information as requested. The Firm will rely on this information, without liability, on the accuracy and completeness of information provided by the Owner. The Owner agrees to advise Firm of any known or suspected contaminants at the Project Site and the Owner shall be solely responsible for all subsurface soil conditions.

Right of Entry: When entry to property is required for the Firm and/or sub-consultant to perform its services, the Owner agrees to obtain legal right-of-entry on the property.

## 6. Project Schedule

The Firm shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project schedule. The Firm will attempt to make the Owner aware of events that will impact the Project schedule.

## 7. Compensation and Payments

The Owner shall pay to the firm the following lump sum of \$17,800 for the work described herein plus the cost of reimbursable items.

Reimbursable Expenses: Firm will bill direct non-payroll expenses at cost plus 0%. Examples of expenses include printing, boards, plans and handouts, postage, tolls, IEPA Eco-CAT and delivery. Mileage will be billed at current IRS rates.

### HOURLY BILLABLE RATES

Principal Landscape Architect	\$246.00
Project Manager/Sr. LA	\$189.00
Landscape Architect	\$163.00
Landscape Designer II	\$152.00
Landscape Designer	\$145.00
Construction Administrator	\$145.00
Admin or Document Technician	\$97.00
Intern	\$77.00

Firm shall submit request(s) for payment to the Owner. Payment requests shall be made monthly for that portion of the project that has been completed. The Owner agrees to make the requested payment within 30 days of submission of each payment request.

### Additional Information:

- a) At the request of the Owner, additional meetings or work may be added at the professional service rates listed herein.
- b) No additional work shall be added to the contract without authorization from the Owner.

## 8. Suspension or Termination of Services

If the Owner in good faith determines that the Firm prosecutes or fails to prosecute its work in such manner as to hinder or delay the completion of the project, the Owner may serve written notice to the Firm setting forth any complaint about Firm's performance of its work. The Firm shall have seven (7) days from receipt of such written notice in which to take corrective action. If the Firm fails to take

appropriate corrective action within said seven (7) day period, the Owner may exercise the following remedies:

- a. Terminate the Firm's services by a written notice effective on the date such written notice is served on the Firm; and,
- b. Order the remaining necessary work be done by another Firm, if desired.
- c. If the Owner in good faith exercises the above remedies, Owner shall be responsible to pay the Firm only for the work performed prior to termination of the contract. The above remedies shall be Owner's sole and exclusive remedies in the event the Owner terminates the Firm's services under this provision.
- d. The Firm may terminate this Contract upon seven days written notice. If terminated, Owner agrees to pay the Firm for all Basic and Additional Services rendered and Reimbursable Expenses incurred up to the date of termination. Upon not less than seven days' written notice, Landscape Architect may suspend the performance of its services if Owner fails to pay the Firm in full for services rendered or expenses incurred. The Firm shall have no liability because of such suspension of service or termination due to nonpayment.

## **9. Indemnification**

The Firm agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner up to the amount of this contract fee for services from loss and expense, including reasonable attorneys' fees, to the extent caused by Firm's negligent acts, errors or omissions in the performance of the work under this Contract. Firm shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reason of the work done under this Contract. The Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Firm from any damage, liability or cost, including reasonable attorneys' fees and costs of defense arising from this project, to the extent caused by the Owner's negligent acts, errors or omissions and those of its other Firms, sub-consultants or consultants (whether or not the Owner is legally liable for them) or anyone for whom the Owner is legally liable. In the event of joint or concurrent negligence, Firm shall bear only that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of the third parties) which caused the personal injury or damage.

## **10. Limitation of Liability**

In any event, in recognition of the relative risks and benefits of the project, the Owner and the Firm have allocated the risks such that the Owner agrees that to the fullest extent permitted by law, the Firm's total aggregate liability to the Owner for any and all injuries, claims, costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Contract from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Firm's fee for the work rendered on this project.

## **11. Dispute Resolution**

Owner and Firm agree to mediate claims or disputes arising out of or relating to this Agreement as a condition precedent to litigation. The mediation shall be conducted by an agreed upon mediation service acceptable to the parties. A demand for mediation shall be made within a reasonable time after a claim or dispute arises and the parties agree to participate in mediation in good faith. Mediation fees shall be shared equally. In no event shall any demand for mediation be made after such claim or dispute would be barred by the applicable law.

## **12. Ownership of Documents**

Copies of the final bid documents may be retained by the Owner at the completion of the project for their records in both print and digital PDF versions. All instruments of professional service prepared by the Firm, including, but not limited to, drawings and specifications, are the property of the Firm, and these documents shall not be reused on other projects without Firm's written permission. Any reuse or distribution to third parties without such express written permission or project-specific

adaptation by the Firm will be at the Owner's sole risk and without liability to the Firm or its employees, and subcontractors. Owner shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless Owner from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution.

The Firm reserves the right to include representations of the Project in its promotional and professional materials.

**13. Governing Law**

This Agreement is governed by the laws of the State of Illinois.

**14. Entire Agreement and Severability**

This Agreement is the entire and integrated agreement between Owner and the Firm and supersedes all prior negotiations, statements or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Firm. In the event that any term or provision of this agreement is found to be void, invalid or unenforceable for any reason, that term or provision shall be deemed to be stricken from this agreement, and the balance of this agreement shall survive and remain enforceable.

**15. No Assignment**

Neither party can assign this Agreement without the other party's written permission.

**16. Expiration of Proposal**

If this agreement is not accepted within 120 days, the offer to perform the described services is withdrawn and shall be null and void.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this \_\_\_\_ day of \_\_\_\_\_, 2024.

Geneva Park District

Upland Design Ltd.

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

By: \_\_\_\_\_

By: Michelle A. Kelly, President  
Upland Design, Ltd.

# Memo

**To:** GPD Board of Commissioners and Nicole Vickers  
**From:** Carl Gorra  
**CC:** Christy Powell  
**Date:** March 18th, 2024  
**Re:** Contracted Spring Landscape Cleanup Services – contract extension

## Purpose:

The Purpose of this memorandum is to provide The Board of Commissioners with information to consider the one-year extension of the 2023 contract for contracted spring landscape cleanup services.

## Background

The District had historically contracted out ten parks for Spring landscape cleanup. Landscape cleanup generally consists of edging, weeding and mulching of landscaped areas and trees. In 2023, four parks were removed from the base bid including Garden Club Park, Sandholm Woods Park, Hawks Hollow and Stone Creek mini golf. Spring cleanup in these parks was returned to District staff to prepare.

The original bid for this work was publicly advertised in 2023. The base bid included Sunset Pool and Park, Mill Creek Pool, SPRC, Old Mill Park, Moore Park and River Park. Additionally, the bid included three alternate sites, one of which was accepted. The bid requested pricing for an additional year of service from contractors. This option would allow the District to lock in a rate for 2024 upon a successful first year of the contract. Langton Group was the lowest bidder, and their bid was accepted as per below:

	<u>Year</u>	<u>Base Bid</u>	<u>Eaglebrook Alt.</u>	<u>Total - base + alternate</u>
Langton Group	2023	\$21,553	\$3,484	\$25,037
	2024	\$22,202	\$3,589	\$25,791

## Financial

Funds are budgeted in the Capital Fund Projects account 01-1001-8-0000-26 for the Spring Landscape Cleanup Services each year. Sufficient funds are included in the Capital Funds Projects account for this expense totaling \$25,791.

## Recommendation

Langton Group successfully completed District cleanup work in 2023. Staff recommends the Board of Commissioners approve the base bid from Langton Group plus the addition of the Eaglebrook alternate in the amount of \$25,791 for contractual spring landscape cleanup services of seven parks.

# Memo

**To:** GPD Board of Commissioners and Nicole Vickers  
**From:** Carl Gorra  
**CC:** Christy Powell  
**Date:** March 18<sup>th</sup>, 2024  
**Re:** Carriage Crest Recharge Basin Improvements

---

## **Purpose:**

The Purpose of this memorandum is to provide The Board of Commissioners with information concerning the reworking of the stormwater recharge basin and creation of a permanent utility easement at Carriage Crest Park.

## **Background**

Carriage Crest Park is located within the city limits of Batavia. As part of a larger intergovernmental agreement, Carriage Crest maintenance and improvements are performed by Geneva Park District. Any substantive changes to the park are to be mutually agreed upon by both Geneva and Batavia Park Districts.

Part of the park is currently a recharge basin for stormwater and is used as stormwater mitigation for Batavia. The early history of this basin includes use as a small stone quarry, which was later used as a small garbage dump. Eventually, this area was converted into a stormwater basin. The original design was a passive one, where stormwater collected and was allowed to infiltrate slowly into the ground below. As more hard surfaces were added to the area, this retention basin could no longer process all the water being sent to it. The houses in the neighborhood have experienced increased flooding in regard to frequency and severity.

In an attempt to mitigate flooding, the City of Batavia will be reworking the basin. Trees will be removed, the area excavated, and then lined with clay to limit the water that gets into the soil. Stormwater will be actively pumped out of the basin to the river. The improvements will impact the park area with the removal of trees, and running new stormwater lines. The park already has a sanitary lift station building, which will house the new stormwater pumps. A necessity to the project will be granting a temporary easement for work to commence, and a permanent easement to allow service to the lines in the future.

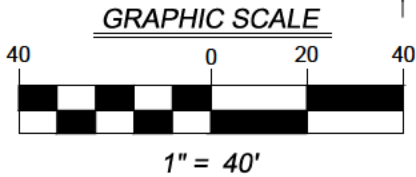
While a good many trees will be removed for the project, most if not all were volunteer trees of marginal quality. Some larger trees near the edges of the work area were deliberately left to provide a visual screen, while those of lesser value will be removed. Geneva Park District will lose a handful of the trees it maintains due to the work; however, the project will replace more trees than are removed. The District will be afforded the opportunity to choose the type and locations of those new trees. Upon approval from all parties involved, the work can begin in the near future.

EASEMENT EXHIBIT  
FOR  
CARRIAGE CREST DETENTION BASIN  
BATAVIA, ILLINOIS

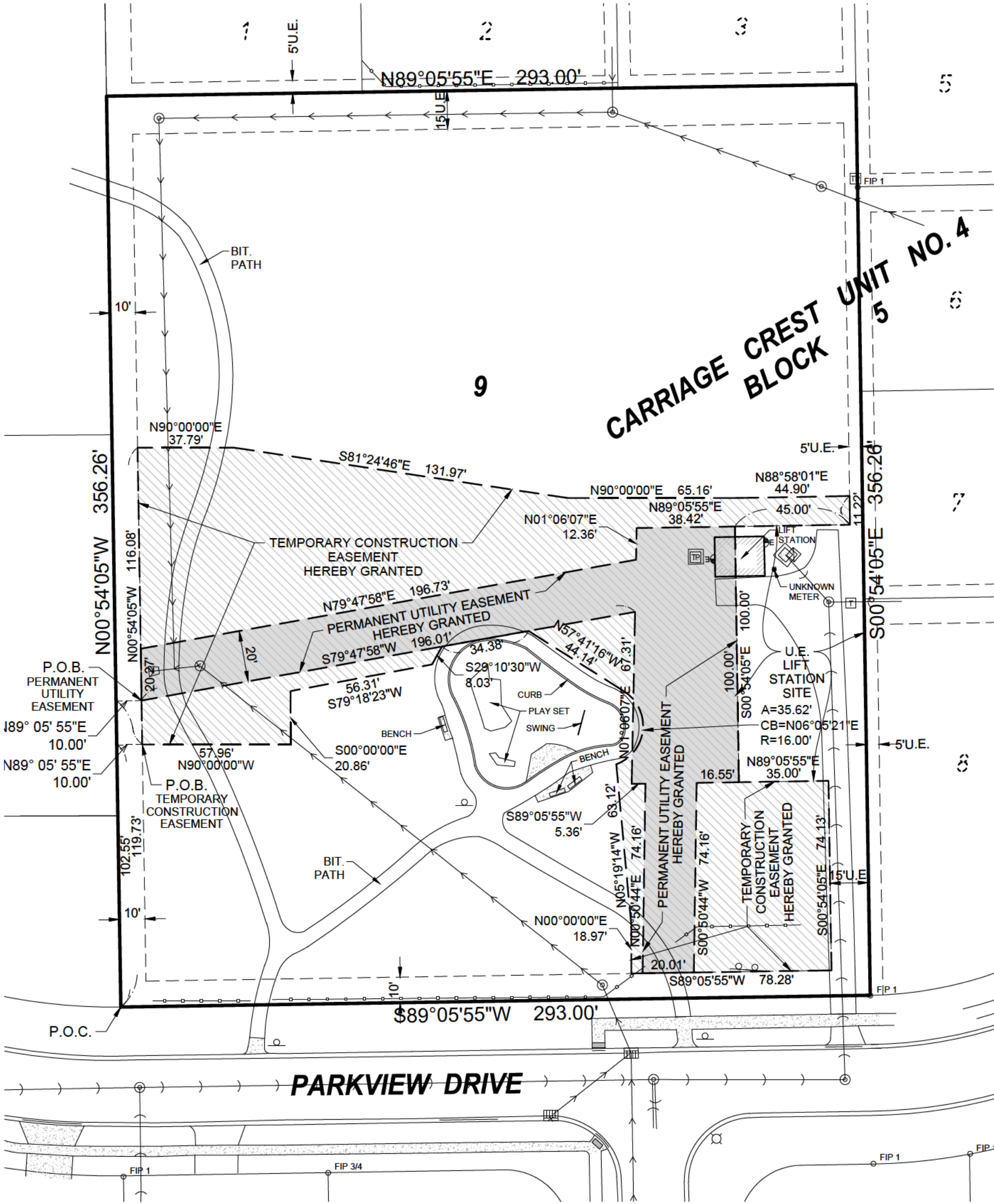
PART OF LOT 9 IN CARRIAGE CREST SUBDIVISION UNIT NO. 4, BEING A SUBDIVISION IN PART OF THE WEST HALF OF SECTION 15, AND THE EAST HALF OF SECTION 16, TOWNSHIP 39 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JANUARY 13, 1973 AS DOCUMENT NO. 1253392, IN DUPAGE COUNTY, ILLINOIS.

LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY LINE
- EXISTING EASEMENT LINE
- PROPOSED PERMANENT UTILITY EASEMENT
- PROPOSED TEMPORARY CONSTRUCTION EASEMENT



STATE PLANE MERIDIAN



Engineers  
Scientists  
Surveyors

7325 Janes Avenue, Suite 100  
Woodridge, IL 60517  
630.724.9200 voice  
630.724.0384 fax  
v3co.com

PREPARED FOR:  
CITY OF BATAVIA  
200 N. RADDANT ROAD  
BATAVIA, IL 60510  
630-454-2757

EASEMENT EXHIBIT

CARRIAGE CREST DETENTION BASIN

PROJECT:	211366	BY:MLP/KAR	QC: EJM	DRAFTING:	01-26-24
GROUP:	VP02.1	PM: GVB	SCALE: 1" = 40'	REVISED:	02-06-24

N:\2021\211366\Drawings\ACAD\SV\VP02.1\EA5211366\_20240206.dwg, 2/21/2024 7:30:40 AM, DWG To PDF.pc3

# **TEMPORARY CONSTRUCTION EASEMENT**

## **LEGAL DESCRIPTION**

THAT PART OF LOT 9 IN CARRIAGE CREST SUBDIVISION UNIT NO. 4, BEING A SUBDIVISION IN PART OF THE WEST HALF OF SECTION 15, AND THE EAST HALF OF SECTION 16, TOWNSHIP 39 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JANUARY 13, 1973 AS DOCUMENT NO. 1253392, IN DUPAGE COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 9, THENCE NORTH 00 DEGREES 54 MINUTES 05 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 9, 102.55 FEET; THENCE NORTH 89 DEGREES 05 MINUTES 55 SECONDS EAST, 10.00 FEET TO THE PLACE OF BEGINNING; THENCE NORTH 00 DEGREES 54 MINUTES 05 SECONDS WEST, ALONG A LINE 10 FEET EAST OF AND PARALLEL WITH THE WEST LINE OF SAID LOT 9, 116.08 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, 37.79 FEET; THENCE SOUTH 81 DEGREES 24 MINUTES 46 SECONDS EAST, 131.97 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST, 65.16 FEET; THENCE NORTH 88 DEGREES 58 MINUTES 48 SECONDS EAST, 49.90 FEET TO THE EAST LINE OF SAID LOT 9; THENCE SOUTH 00 DEGREES 54 MINUTES 05 SECONDS EAST, ALONG SAID EAST LINE, 11.22 FEET; THENCE SOUTH 89 DEGREES 05 MINUTES 55 SECONDS WEST, 45.00 FEET; THENCE SOUTH 00 DEGREES 54 MINUTES 05 SECONDS EAST, 100.00 FEET; THENCE NORTH 89 DEGREES 05 MINUTES 55 SECONDS EAST, 35.00 FEET TO THE EAST LINE OF SAID LOT 9; THENCE SOUTH 00 DEGREES 54 MINUTES 05 SECONDS EAST, ALONG SAID EAST LINE, 74.13 FEET, TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE SOUTH 89 DEGREES 05 MINUTES 55 SECONDS WEST, ALONG THE SOUTH LINE OF SAID LOT 9, 78.28 FEET; THENCE NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, 18.97 FEET; THENCE NORTH 05 DEGREES 19 MINUTES 14 SECONDS WEST, 63.12 FEET; THENCE ALONG THE ARC OF A NONTANGENT CURVE CONCAVE TO THE WEST, HAVING A RADIUS OF 16.00 FEET, HAVING A CHORD BEARING OF NORTH 06 DEGREES 05 MINUTES 21 SECONDS EAST, 35.62 FEET TO A POINT OF TANGENCY; THENCE NORTH 57 DEGREES 41 MINUTES 16 SECONDS WEST, 44.14 FEET; THENCE SOUTH 79 DEGREES 47 MINUTES 58 SECONDS WEST, 34.38 FEET; THENCE SOUTH 29 DEGREES 10 MINUTES 30 SECONDS WEST, 8.03 FEET; THENCE SOUTH 79 DEGREES 18 MINUTES 23 SECONDS WEST, 56.31 FEET; THENCE SOUTH 00 DEGREES 00 MINUTES 00 SECONDS EAST, 20.86 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS WEST, 57.96 FEET; TO THE PLACE OF BEGINNING; CONTAINING 27,248 SQUARE FEET, OR 0.6255 ACRES, MORE OR LESS; ALL IN DUPAGE COUNTY, ILLINOIS.



## **PERMANENT UTILITY EASEMENT**

### **LEGAL DESCRIPTION**

THAT PART OF LOT 9 IN CARRIAGE CREST SUBDIVISION UNIT NO. 4, BEING A SUBDIVISION IN PART OF THE WEST HALF OF SECTION 15, AND THE EAST HALF OF SECTION 16, TOWNSHIP 39 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JANUARY 13, 1973 AS DOCUMENT NO. 1253392, IN DUPAGE COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 9, THENCE NORTH 00 DEGREES 54 MINUTES 05 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 9, 119.73 FEET; THENCE NORTH 89 DEGREES 05 MINUTES 55 SECONDS EAST, 10.00 FEET, TO THE PLACE OF BEGINNING; THENCE NORTH 00 DEGREES 54 MINUTES 05 SECONDS WEST, ALONG A LINE 10 FEET EAST OF AND PARALLEL WITH THE WEST LINE OF SAID LOT 9, 20.27 FEET; THENCE NORTH 79 DEGREES 47 MINUTES 58 SECONDS EAST, 196.73 FEET; THENCE NORTH 01 DEGREES 06 MINUTES 07 SECONDS EAST, 12.36 FEET; THENCE NORTH 89 DEGREES 05 MINUTES 55 SECONDS EAST, 38.42 FEET; THENCE SOUTH 00 DEGREES 54 MINUTES 05 SECONDS EAST, 100.00 FEET; THENCE SOUTH 89 DEGREES 05 MINUTES 55 SECONDS WEST, 16.55 FEET; THENCE SOUTH 00 DEGREES 50 MINUTES 44 SECONDS WEST, 74.16 FEET TO THE SOUTH LINE OF SAID LOT 9; THENCE SOUTH 89 DEGREES 05 MINUTES 55 SECONDS WEST, ALONG SAID SOUTH LINE, 20.01 FEET; THENCE NORTH 00 DEGREES 50 MINUTES 44 SECONDS EAST, 74.16 FEET; THENCE SOUTH 89 DEGREES 05 MINUTES 55 SECONDS WEST, 5.36 FEET; THENCE NORTH 01 DEGREES 06 MINUTES 07 SECONDS EAST, 67.31 FEET; THENCE SOUTH 79 DEGREES 47 MINUTES 58 SECONDS WEST, 196.01 FEET TO THE PLACE OF BEGINNING; CONTAINING 9,428 SQUARE FEET, OR 0.2164 ACRES, MORE OR LESS, ALL IN DUPAGE, ILLINOIS.



**GRANT OF TEMPORARY  
CONSTRUCTION  
EASEMENT**

This Instrument Prepared by  
and Returned to:

Derke Price  
Ancel Glink, PC  
1979 N. Mill Street, #207  
Naperville, IL 60563

**Batavia Park District and Geneva Park District**, Illinois units of local government, hereinafter collectively referred to as "Grantor," are the Owners of the Property commonly known as Carriage Crest Park ("Grantor's Property"). In consideration of the sum of Ten and no/100 (\$10.00) Dollars and for other good and valuable consideration, receipt whereof is hereby acknowledged, Grantor does hereby convey and grant to the **City of Batavia**, an Illinois municipal corporation, hereinafter referred to as "Grantee," a temporary construction easement over and across that portion of the Grantor's Property legally described in Exhibit 1 and depicted on the plat attached hereto as Exhibit 2 (a/k/a the "TCE Easement Area") for the purpose of installing stormwater management infrastructure within the Permanent Easement Area depicted on Exhibit 2. The right is also granted to the Grantee to cut, trim or remove select trees, bushes, fences, dirt, rock, soil and such other items as may be reasonably required incident to the rights herein granted.

The Grantee will cause all work performed by the Grantee on the Easement Area to be done carefully so as to cause as little damage as possible to the Grantor's Property and to facilitate full and complete restoration of the TCE Easement Area to as good a condition as exists at the time of this Instrument after the completion of necessary construction performed by the Grantee.

The Grantee will save, protect, and keep harmless the Grantor, the said easements and the remainder of the Grantors' adjacent lands from any liens of any kind for either work or materials used or employed in all work performed by the Grantee on Grantor's Property and from any all claims concerning drainage including but not limited to claims from surrounding property owners. The obligations to save, protect, and keep harmless the Grantor as set forth herein shall survive the expiration of this Grant of Temporary Construction Easement.

The Grantee agrees that it will hold Grantor harmless for any and all claims resulting from Grantee's activities arising out of or related to this Grant of Temporary Construction Easement. Grantee will also name the Grantor as an additional party insured on its insurance policies, provide an endorsement, and provide a certificate of insurance demonstrating the same,

and Grantee shall require from each contractor that Grantee employs to provide such an endorsement and certificate of insurance naming the Grantor as an additional insured.

When construction work performed by the Grantee is finished, it will cause all unused materials, machinery, equipment, or debris to be removed from said premises.

The Grantee will compensate the Grantor for any and all damages to either its premises or improvements on said premises, which damage may be caused by or may be the result of any construction work performed by the Grantee on said tract of land and for damage or injury to the general public or to any individual, whether or not employed on such work, if such damage or injury arises out of said construction.

The Grantor specifically reserve unto themselves the fee simple title to the real property described above subject only to the easements described herein.

This easement shall automatically terminate without further action eighteen (18) months following the date listed below.

IN WITNESS WHEREOF, Grantor and Grantee have each set his hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**BATAVIA PARK DISTRICT**

\_\_\_\_\_  
President

\_\_\_\_\_  
Attest: Secretary

**CITY OF BATAVIA**

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Attest:

**GENEVA PARK DISTRICT**

\_\_\_\_\_  
President

\_\_\_\_\_  
Attest: Secretary

\*\*\*\*\*

**ACKNOWLEDGMENT**

STATE OF ILLINOIS        )  
                                      )  
COUNTY OF KANE        )        SS

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO  
HEREBY        CERTIFY,        that \_\_\_\_\_,        and  
\_\_\_\_\_ personally known to me  
to be the same persons whose names are subscribed to the foregoing instrument, appeared before  
me this day in person and acknowledged that they signed, sealed and delivered the said  
instrument as their free and voluntary act, for the uses and purposes therein set forth, including  
the release and waiver of the right of homestead.

Given under my hand and notarial seal, this \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
(SEAL)

**ACKNOWLEDGMENT**

STATE OF ILLINOIS        )  
                                      )  
COUNTY OF KANE        )        SS

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO  
HEREBY CERTIFY, that \_\_\_\_\_, and  
\_\_\_\_\_ personally known to me  
to be the same persons whose names are subscribed to the foregoing instrument, appeared before  
me this day in person and acknowledged that they signed, sealed and delivered the said  
instrument as their free and voluntary act, for the uses and purposes therein set forth, including  
the release and waiver of the right of homestead.

Given under my hand and notarial seal, this \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
(SEAL)

**ACKNOWLEDGMENT**

STATE OF ILLINOIS        )  
                                      )  
COUNTY OF KANE         )        SS

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO  
HEREBY CERTIFY, that \_\_\_\_\_, and  
\_\_\_\_\_ personally known to me  
to be the same persons whose names are subscribed to the foregoing instrument, appeared before  
me this day in person and acknowledged that they signed, sealed and delivered the said  
instrument as their free and voluntary act, for the uses and purposes therein set forth, including  
the release and waiver of the right of homestead.

Given under my hand and notarial seal, this \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
(SEAL)

**EXHIBIT 1**  
**TCE Legal Description**

## Exhibit 2



## GRANT OF PERMANENT EASEMENT

This Instrument Prepared by  
and Returned to:

Derke Price  
Ancel Glink, PC  
1979 N. Mill Street, #207  
Naperville, IL 60563

**Batavia Park District and Geneva Park District**, Illinois units of local government, hereinafter collectively referred to as "Grantor," are the Owners of the Property commonly known as Carriage Crest Park ("Grantor's Property"). In consideration of the sum of Ten and no/100 (\$10.00) Dollars and for other good and valuable consideration, receipt whereof is hereby acknowledged, Grantor does hereby convey and grant to the **City of Batavia**, an Illinois municipal corporation, hereinafter referred to as "Grantee," a permanent easement over and across that portion of the Grantor's Property legally described in Exhibit 1 and depicted on the plat attached hereto as Exhibit 2 (a/k/a the "Permanent Easement Area") for the purpose of installing and maintaining stormwater management infrastructure within the Permanent Easement Area depicted on Exhibit 2. The right is also granted to the Grantee to cut, trim or remove select trees, bushes, fences, dirt, rock, soil and such other items as may be reasonably required incident to the rights herein granted.

The Grantee will cause all work performed by the Grantee on the Permanent Easement Area to be done carefully so as to cause as little damage as possible to the Grantor's Property and to facilitate full and complete restoration of the Permanent Easement Area to as good a condition as exists at the time of this Instrument after the completion of necessary construction performed by the Grantee.

The Grantee will save, protect, and keep harmless the Grantor, the said easements and the remainder of the Grantors' adjacent lands from any liens of any kind for either work or materials used or employed in all work performed by the Grantee on Grantor's Property and from any and all claims concerning drainage including but not limited to claims from surrounding property owners. The obligations to save, protect, and keep harmless the Grantor as set forth herein shall survive any termination of this Grant of Easement.

The Grantee agrees that it will hold Grantor harmless for any and all claims resulting from Grantee's activities arising out of or related to this Grant of Permanent Easement. Grantee will also name the Grantor as an additional party insured on its insurance policies, provide an endorsement, and provide a certificate of insurance demonstrating the same, and Grantee shall require from each contractor that Grantee employs to provide such an endorsement and certificate of insurance naming the Grantor as an additional insured.

When construction work performed by the Grantee is finished, it will cause all unused materials, machinery, equipment, or debris to be removed from said premises.

The Grantee will compensate the Grantor for any and all damages to either its premises or improvements on said premises, which damage may be caused by or may be the result of any construction work performed by the Grantee on said tract of land and for damage or injury to the general public or to any individual, whether or not employed on such work, if such damage or injury arises out of said construction.

The Grantor specifically reserve unto themselves the fee simple title to the real property described above subject only to the easements described herein.

**IN WITNESS WHEREOF**, Grantor and Grantee have each set his hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

/Signature Page to follow/

**BATAVIA PARK DISTRICT**

\_\_\_\_\_  
President

\_\_\_\_\_  
Attest: Secretary

**CITY OF BATAVIA**

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Attest:

**GENEVA PARK DISTRICT**

\_\_\_\_\_  
President

\_\_\_\_\_  
Attest: Secretary

\*\*\*\*\*

**ACKNOWLEDGMENT**

STATE OF ILLINOIS        )  
                                      )  
COUNTY OF KANE        )        SS

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO  
HEREBY        CERTIFY,        that \_\_\_\_\_,        and  
\_\_\_\_\_ personally known to me  
to be the same persons whose names are subscribed to the foregoing instrument, appeared before  
me this day in person and acknowledged that they signed, sealed and delivered the said instrument  
as their free and voluntary act, for the uses and purposes therein set forth, including the release and  
waiver of the right of homestead.

Given under my hand and notarial seal, this \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
(SEAL)

**ACKNOWLEDGMENT**

STATE OF ILLINOIS        )  
                                      )  
COUNTY OF KANE        )        SS

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO  
HEREBY CERTIFY, that \_\_\_\_\_, and  
\_\_\_\_\_ personally known to me  
to be the same persons whose names are subscribed to the foregoing instrument, appeared before  
me this day in person and acknowledged that they signed, sealed and delivered the said instrument  
as their free and voluntary act, for the uses and purposes therein set forth, including the release and  
waiver of the right of homestead.

Given under my hand and notarial seal, this \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
(SEAL)

**ACKNOWLEDGMENT**

STATE OF ILLINOIS        )  
                                      )  
COUNTY OF KANE        )        SS

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO  
HEREBY CERTIFY, that \_\_\_\_\_, and  
\_\_\_\_\_ personally known to me  
to be the same persons whose names are subscribed to the foregoing instrument, appeared before  
me this day in person and acknowledged that they signed, sealed and delivered the said instrument  
as their free and voluntary act, for the uses and purposes therein set forth, including the release and  
waiver of the right of homestead.

Given under my hand and notarial seal, this \_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
(SEAL)

**EXHIBIT 1**  
**Permanent Legal Description**

## **Exhibit 2**



**GENEVA PARK DISTRICT**

710 Western Avenue

Geneva, IL 60134

(630) 232-4542

[www.genevaparks.org](http://www.genevaparks.org)**MEMORANDUM****TO:** Geneva Park District, Board of Commissioners**FROM:** Joey Kalwat, Aquatics & Facility Manager  
Elliott Bortner, Superintendent of Recreation**CC:** Nicole Vickers, Executive Director**DATE:** March 18, 2024**RE:** SPRC Dumbbell Replacement**PURPOSE**

The purpose of this memorandum is to provide the Geneva Park District Board of Commissioners with information and a proposal to consider replacement of the complete dumbbell set at SPRC.

**BACKGROUND**

The dumbbell weights at SPRC have begun to deteriorate, and the rubber on either end of each weight has started cracking and breaking off. Staff has researched different types of dumbbells and found that urethane dumbbells are more durable and last longer with heavy usage. Below are photos of the existing dumbbells at SPRC.



Staff has received a quote from Life Fitness for a complete new set of urethane dumbbells, including storage racks, in the amount of \$18,066.60. This would include a pair of dumbbells from 5lbs-100lbs. Urethane dumbbells do not have the rubber on the ends of each weight, and are the highest quality option. Life Fitness offers a 5-year warranty for urethane dumbbells. Replacement of this dumbbell set will satisfy the immediate need to improve the quality of dumbbell set at SPRC, as well as better position the District for the Kidz Korral renovation, where an increased number of dumbbells are desired for the new space. Should the board approve this purchase, less dumbbells would need to be purchased at the time of the renovation.



## **FINANCIAL**

Funds are available in the Construction/Capital Improvement Fund account 30-1200-6-1210-11 SPRC.

## **RECOMMENDATION**

Staff recommends that the Board of Commissioners approve the proposal from Life Fitness, in the amount of \$18,066.60, for the replacement of the complete dumbbell set at SPRC.

**GENEVA PARK DISTRICT**

710 Western Avenue

Geneva, IL 60134

(630) 232-4542

[www.genevaparks.org](http://www.genevaparks.org)**MEMORANDUM****TO:** Geneva Park District, Board of Commissioners**FROM:** Elliott Bortner, Superintendent of Recreation**CC:** Nicole Vickers, Executive Director**DATE:** March 18, 2024**RE:** SPRC Gym Floor Screening and Polyurethane**BACKGROUND**

Staff desire to do a complete sanding and resurfacing of the gym floor this summer as it will be 16 years old this year. The manufacturer's recommendation is to complete this process every 10 years. Staff went out to bid for the project in February. Unfortunately, the bid process which concluded on March 8 received no bids.

As an alternative plan in lieu of receiving no bids, staff procured a quote to screen the floor and apply one coat of an oil-based polyurethane. This process is something we have contracted almost annually for the last several years and the quote received is from the same company who has done this work for us in the past. The quote for a complete screening and polyurethane application for the gym floor and dance aerobics room (Room 103) came in at \$11,800.

Staff intend to bid the floor resurfacing project again in late 2024 for the summer of 2025.

**RECOMMENDATION**

Staff recommends that the Board of Commissioners approve the expenditure of \$11,800 to Floors Inc. for services to screen and polyurethane the gym and dance aerobics room floors.

March 18, 2024

TO: Geneva Park District Board of Commissioners

FROM: Personnel and Policy Committee (Jay Moffat and Doug Jones)

RE: Salary and Wage Proposals

Enclosed for your review are materials for the FY2024-25 salary and wage proposals. Open session minutes from the committee meeting are included in the board packet and closed session minutes are included in the executive session packet.

Enclosed for your review are the following:

1. Memo to the Personnel and Policy Committee- **(Included in Executive Session Packet)**
2. Compensation Report (analyze results from August 2023 IPRA Compensation Survey)- **(Included in Executive Session Packet)**
3. 2023 Agency Accomplishments
4. Organizational Chart
5. Survey of Park District Projected Average Salary and Wage Increases- **(Included in Executive Session Packet)**
6. Salary Policy
7. 2024-25 Proposed Full-Time Salary and Wage Ranges- **(Included in Executive Session Packet)**
8. 2024-25 Proposed Part-Time/Seasonal Salary and Wage Ranges- **(Included in Executive Session Packet)**
9. 2024-25 Proposed Full-Time Salary and Wage Recommendations- **(Included in Executive Session Packet)**

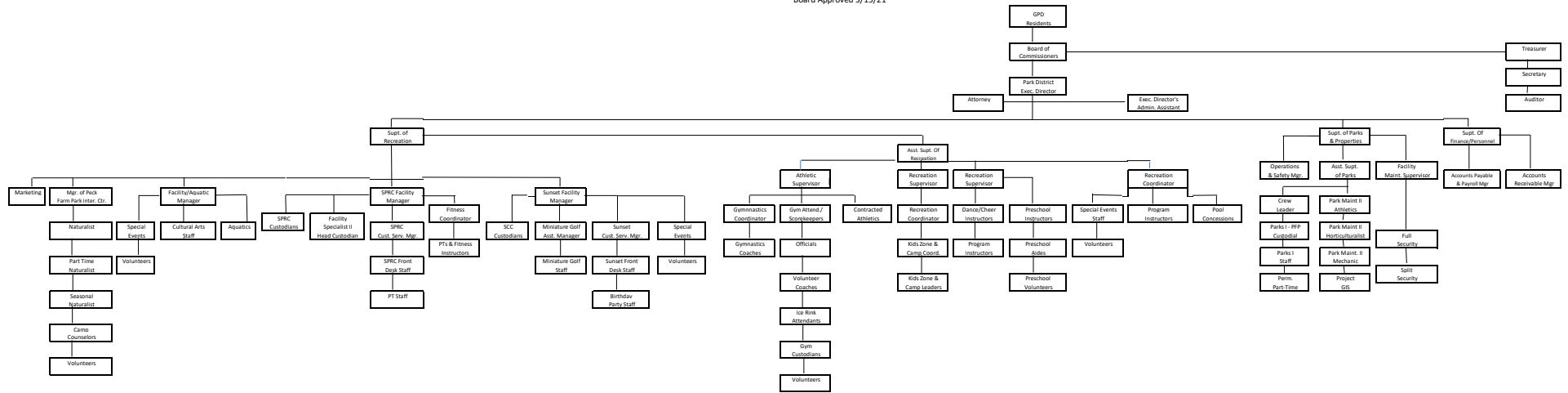
## Completed Goals in 2023

Below is a list of completed goals from all departments over the past year. This list was devised from previous Short/Long Term goals. Items that were not completed, and remain relevant, continue to be reflected in current goals for staff to focus on.

- Renovation of Garden Club Park.
- Renovation of Sandholm Woods Park (East side).
- Replaced Jaycee Park playground equipment.
- Re-roofed the Jaycee Park storage building.
- Butterfly House rear vestibule wall rebuilt and entry door replaced.
- Butterfly House front vestibule air curtain and roof exhaust fan replaced.
- Butterfly House RPZ replaced.
- A swing hammock playground feature added to Hawks Hollow playground.
- The four main building supports replaced on the three-sided barn at Peck and rain gutters installed.
- Placed asphalt overlay and added new color/stripping and nets to the Sterling Manor tennis courts.
- Renovated Mill Creek North baseball infield.
- Renovated Sunset coach pitch baseball infield.
- ADA swing seats replaced at five parks.
- Added two fuel efficient hybrid trucks to the Parks Department fleet.
- Three staff members of the Parks Department tested and received their Certified Playground Inspector certification.
- Parks Department staff members presented twice at Great Lakes Training Institute. The topics were Eagle Scout Projects for Park Districts and Electrifying Park District Fleets.
- Parks Department hosted the February Midwest Institute of Park Executives February meeting. Staff presented on Greenhouse Operations and Environmentally Friendly Options for Landscape Care.
- Parks Department planted 125 trees in various parks.
- Parks Department planted 5000 spring flowering bulbs in various parks.
- Assisted in the upgrade of the District's phone system which provided monthly cost savings as well as integrated all facility phone systems and provided significantly better phone system functionality.
- Converted various software from internal server network to hosted web-based software (Rectrac, Time Clock Plus, MSI, credit card processing).
- Provided annual cyber security training for all full-time employees.
- Added employer portion cost of health insurance to employee payroll stubs.
- Updated salary survey of all full-time employees to ensure alignment with market rates and compliance with exempt employee legislation, and minimum wage.
- Completed the transition of new employee into Accounts Payable/Payroll Manager position.
- Continued multiple levels of cross training of staff as changes occur.
- Completed sixth year of District's participation in Health Savings Accounts. By increasing the PPO deductible and instead utilizing HSA funds this saved the District approximately 31,000 in 2023.

- No material findings in the Management Letter for fiscal year 2022-23 audit.
- Received twelfth consecutive year award in GFOA's Certificate of Achievement for Excellence in Financial Reporting for fiscal year ending 4/30/22.
- Investments in 2023 earned an annual average rate of return of 3.6%. This compares to a blended rate in 2022 of 1%.
- Conducted annual full-time employee cyber training.
- Updated active intruder training for Kids' Zone and camps.
- Incorporated Fire Department in safety training at pools.
- Completed researching options to replace Kidz Korral.
- Increased search engine optimization and meta-data on website.
- Implemented increased electronic communication at Friendship Station Preschool.
- Expanded STEAM program offerings.
- Hosted multiple theatrical productions and special events for adult audiences and participants.
- Increased opportunities beyond affiliates with special interest groups and private sector organizations.
- Developed partnerships with private businesses to increase participation and awareness.
- Increased presence at community wide events.
- Developed co-op summer camp program with police department and fire department.
- Completed an expanded intern program.
- Implemented new design for WebTrac.
- Implemented paperless registration system for Kids' Zone and camps.
- Lifeguard staff received three five-star audits for the pool season.
- Recreation Department filled all FT and PT staff positions.
- Expanded pickleball offerings to multiple leagues, tournaments, classes, and open gym.
- Completed Community Survey.
- Increased communications and partnership with the school district.
- Created Efficiency Committee in-line with Illinois legislation.
- Adopted Dark Sky Initiative.
- Received 10<sup>th</sup> consecutive 5-star safety audit at pools.

Geneva Park District  
Staff Organizational Chart  
Board Approved 3/15/21







# *Geneva Park District*

## *Salary Policy*

**March, 2023**



## **TABLE OF CONTENTS**

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Components
- 4.0 Performance Appraisal
- 5.0 Annual Wage & Salary Increases
- 6.0 Responsibilities

Appendix  
GPD Salary Range

## **1.0 INTRODUCTION**

This wage and salary policy provides a common framework from which all salaries of the district are determined.

## **2.0 OBJECTIVES**

The Objectives of this salary policy are as follows:

1. To attract the best qualified people available to achieve the District's mission.
2. To provide equitable and consistent remuneration to employees in accordance with their assigned duties and responsibilities.
3. To motivate and stimulate employees to achieve a high level of performance.
4. To encourage the retention and productivity of qualified personnel.
5. To communicate to staff the basic parameters for setting salary.

## **3.0 COMPONENTS**

1. The District shall maintain Job Descriptions for each full-time position which includes the employees' responsibilities, the reporting relationship and the level of education and experience required.
2. The District shall maintain a current organizational chart.
3. The District shall maintain a salary range for all full-time positions. A market analysis of park district salary ranges for similar jobs in park districts with like demographics should be completed no less than once every three years. The District must remain cognizant of the market to ensure that it remains competitive and retains qualified, experienced staff. This analysis can be completed by a number of methods, such as, utilizing IPRA's salary survey information, contacting like park districts for their salary information or contracting a private firm for a compensation study.
4. Consideration will be given to ensure salary ranges are wide enough to account for professional growth and or promotions.
5. The minimum of the salary range is the lowest salary the District will pay for the position. The maximum of the range reflects the highest salary the District will pay for the position.
6. Attention will be given to the starting salary in each salary range to ensure equity across the District. Ranges will be based on the levels of accountability and responsibility related to the job description. Both experience and academic background will be considered and used as a basis for the starting salary of a new employee.
7. It is important to recognize that annual wage and salary increases for employees are contingent upon the District's overall good financial health as well as the overall health of the District's resident economy. Thus, employees may not receive annual merit or COLA increases.

## **4.0 PERFORMANCE APPRAISAL**

1. Formal performance appraisals shall be conducted annually to assist in determining salary adjustments.

2. A standard form is to be used when evaluating performance to ensure accuracy and consistency regarding factors to be appraised and performance level definitions and measures.
3. Appraisals are to be made by the immediate supervisor having first-hand knowledge of the person being appraised, the circumstances under which they work and the nature of the work in order to obtain the most satisfactory results.
4. The performance appraisal process should include completion of the appraisal form and a performance appraisal interview to review the employee's performance to determine progress, potential and areas requiring improvement.
5. Upon establishment of the overall performance level and in conjunction with the salary increase budget and the employee's position within the salary range, a salary adjustment is recommended.

## **5.0 ANNUAL WAGE AND SALARY INCREASES**

### **1. Salary Recommendations**

A recommended salary adjustment must be initiated by the Executive Director. A summary of all proposed salary adjustments will be prepared each March and presented to the Personnel Policy Committee and then to the Park Board of Commissioners for approval.

### **2. Merit Increases**

A merit increase may be awarded to those employees who meet expectations as reflected in their annual performance review conducted in January of each year for the previous year's performance.

### **3. Cola Increases**

A COLA increase may be awarded to employees who meet expectations as reflected in their annual performance review conducted in January of each year for the previous year's performance. COLA increases are tied to the annual average consumer price index as reported by the U.S. Department of Labor in January of each year for the prior year's 12 months.

### **4. Promotional Increases**

A promotional increase is a permanent reassignment from a position evaluated in a lower salary range to another position evaluated in a higher salary range. When an employee is promoted, the new salary shall be at least at the salary range minimum of the higher salary range when resources permit.

### **5. Salary Adjustments for Demotions**

A demotion is a permanent reassignment from a position evaluated in a higher salary range to another position evaluated in a lower salary range.

### **6. Downgrades**

It is not the district's practice to reduce an employee's salary simply because of position re-evaluation into a lower salary range. This action is not considered a demotion and the employee's existing salary shall continue when resources permit, if approved by the Park Board of Commissioners.

### **7. Salary Range Adjustments**

Individuals whose salaries fall below a newly established or adjusted range minimum will be increased to the new minimum when resources permit.

### **8. Adjustments above Salary Range Maximums**

The salary range maximum does not in itself limit rewards to an employee whose performance is clearly well above position expectations. Accordingly, consideration may be

given to adjusting an individual's salary above the range maximum of the salary range in which the position is classified provided that:

- a) No promotional opportunity exists for the incumbent and the individual has demonstrated, beyond doubt, truly outstanding ability in the present position.
- b) The incumbent has not received a salary adjustment in the last 12 months.
- c) All such adjustments are authorized by the Park Board of Commissioners.
- d) The salary increase will not cause the employee's salary to exceed the range maximum of the next higher salary range.
- e) A merit bonus may be issued in lieu of a salary merit increase for those salaries that exceed the range maximum and do not require a salary adjustment. A merit bonus will be awarded for that year and doesn't become part of the aggregate salary.

9. New Hires

For new personnel hired, staff has the authority to employ a person in a position for a salary within the range upon approval of the Director. Any salaries offered outside of the range needs board approval prior to hiring. Instances such as these occur when an employee's qualifications exceed those normally required. The individual may be hired at a salary above range or to a new or revised position. A tentative description and evaluation must have been prepared and the establishment of the position authorized by the Board of Commissioners.

## **6.0 RESPONSIBILITIES**

In March of each year the Personnel & Policy Committee composed of two Board members and the Director and Superintendent of Finance & Personnel will meet to discuss the recommended salary increases for the new fiscal year. The Committee will review the list of district accomplishments along with the recommended salary ranges, and set percentages for merit and or COLA increases, if these are awarded. The committee reviews all of this information and then makes a final recommendation to the entire park district board. Below is a further outline of each's responsibilities.

1. Park Board of Commissioners

- a) Approve Salary Policy
- b) Approve overall salary structure increase percentages, salary policy ranges and total salary budget.
- c) Make disposition of salary policy exceptions.
- d) Provide annual performance evaluation for the Executive Director
- e) Approve annual salary increase for Executive Director

2. Executive Director

- a) Recommend overall salary structure increase percentages, salary ranges and total salary budget.
- b) Recommend revisions in salary budget.
- c) Forward to Park Board of commissioners recommended exceptions in district salary policy.

3. Superintendent of Finance & Personnel

- a) Develop data to support recommended overall salary structure increase percentages, total salary budget and revisions in salary policy or ranges.

- b) Advise the Executive Director regarding salary policy and the disposition of proposed exceptions.
- c) Maintain equitable relationships among all salary positions.
  - a. Provide guidance to management in the development, analysis and evaluation of positions.
  - b. Audit position relationships and organizations salary structure annually.
  - c. Complete relevant salary surveys periodically.
- d) Annually submit recommendations supported by cost information for revision of salary structure.
- e) Review all salary actions for consistency with district policies and forward exceptions according to policy.
- f) Recommend revisions in salary policy or procedures to maintain the program on a current basis.
- g) Summarize each period all salary adjustments.
- h) Communicate salary policy and range changes to appropriate management throughout the organization.