

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
November 20, 2023
7:00 p.m.**

CALL TO ORDER

President John Frankenthal called the meeting to order at 7:00 p.m.

ROLL CALL

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

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

Guests: Jeff Andreasen, President of aQity Research.

Press: None

HEARING OF GUESTS

None.

READING OF MINUTES

Vice President Moffat made a motion to approve the October 16, 2023 Regular Meeting Minutes as presented and the November 13, 2023 Recreation Committee Minutes as presented. Commissioner Cladis seconded. Four ayes. Motion carried.

CLAIMS AND ACCOUNTS

Vice President Moffat 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 October investment report and the revenue and expenditure reports. Ms. Powell added a CD to the portfolio in October. Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Jones seconded. Four ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

The media binder was passed along with a card from Christy Powell.

OLD BUSINESS

TAX LEVY ORDINANCE #2023-10 (2ND DRAFT)

Supt. of Finance & Personnel Powell presented a second draft to the Board with no changes to the Tax Levy Ordinance #2023-10. This draft will be presented during the December Board Meeting Public Hearing at 7:00pm and up for approval at that time.

FOCUS GROUP RESULTS

Executive Director Vickers welcomed Mr. Andreasen to the meeting. Mr. Andreasen shared with the board that two focus groups were conducted to narrow down the data gathered from the community survey. There were 12

community members for the first focus group and seven for the second. The group discussion lasted 90 minutes for each session. Mr. Andreasen shared that he was able to receive great feedback. Highlighted takeaways were; the brochure is a great marketing tool but, could use a refresh, as well as continued/improved marketing with social media, emails, and QR codes. Community members would like river front activities, as well as the Peterson property to be developed, and the Geneva Library District provides many programs and activities for adults and empty nesters. The Board thanked Mr. Andreasen for attending the meeting and providing insightful information.

MILL CREEK COMMUNITY PARK UPDATE

Executive Director Vickers reminded the Board that due to unexpected cost increases staff have been working on exploring other options to help eliminate costs. Supt. Gorra shared with the Board that reducing the number of picnic tables from nine to five will lower the cost by \$41,000.00. If a different picnic table is purchased the cost will reduce even further. The suggested style picnic table is very similar to the original and fit the needs of the park. The Board agreed.

COMMUNICATIONS

Executive Director Vickers shared that the IAPD/IPRA Soaring to New Heights Conference will be held January 25-27, 2024. Board members who are planning to attend should inform Hannah.

Staff have begun the process of reviewing and updating the intergovernmental agreements with the school district. The Board will review the agreements once they are completed and slated for late spring.

Staff held a ribbon-cutting ceremony to celebrate the 10-year anniversary of Playhouse 38. Executive Director Vickers shared that it was a well-attended event where staff did a phenomenal job decorating and providing drinks and snacks.

Executive Director Vickers reminded the Board that prior to the December meeting, Board members will be meeting with staff at 5:00pm to brainstorm future capital projects.

Planning has begun for the Wine, Cheese and Trees fundraising event which will be held on Saturday, February 24th at the Geneva Public Library. The event will once again be hosted by the Natural Resource Committee, Geneva Park District Foundation, and Geneva Public Library Foundation.

Invitations have been distributed for the annual holiday party, to be held at Old Towne Pub on Friday, December 15th from 4:00-6:30pm.

FUTURE MEETINGS

Public Hearing – Tax Levy	December 11	7:00 PM
Regular Scheduled Meeting	December 11	7:05 PM
Foundation Regular Scheduled Meeting	January 23	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Bortner reviewed his report. The Winter brochure has been released and registration day is December 5. The Recreation Committee meeting was held on November 13 where Commissioners Cullen and Jones attended. Halloween HayDay was held on October 21, also on that day was the Howl’o’ween Dog Parade with nearly 75 dogs in attendance. Pizza Palooza took place on October 23 to kick off Red Ribbon Week, with about 65 participants. The Polar Express Story Time Train is coming up on December 2 and 3. The Park District, in conjunction with Geneva’s Natural Resource Committee, hosted the Pumpkin Smash at the Community Gardens. Hundreds of pumpkins were smashed to bring nutrients into the gardens’ soil. Flat Can Recycling was on site and collected over 250 pounds of materials for recycling. On November 11 each BestLife Fitness Center held an Open House where over 20 new memberships were sold. BestLife will offer a Black Friday Deal where individuals will be able to pay \$23 for the rest of 2023. Playhouse 38 hosted “The Shadow Over Dunwich” on October 27-29. “It’s a Wonderful Life: Radio Play” will take the stage the first weekend in

December. Mr. Bortner reviewed SPRC & SFRC memberships & revenues.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. The Parks Department is now fully staffed by filling the open Parks Specialist – Athletics Field position with a long-term seasonal employee. Bailee Arnold has passed the Certified Playground Safety Inspector test. Klemm Roofing has completed the roof replacement on the storage building at Jaycee Park. Advanced Surveying and Mapping Consultants will be surveying Sandholm Park West to identify the property line. Davey Tree has pruned mature trees at Garden Club Park free of charge. The sealcoating and striping projects are completed. A local Eagle Scout reached out to the Park District and asked to build Mendocino benches for Williamsburg Park. Those benches are completed and installed. The renovation of Mill Creek North baseball infield has been completed. Staff has installed a holding bin for excess ball mix at Peck Farm. The recently removed ball mix from Mill Creek will be stored in the bin until the renovation at Don Forni Park. Mr. Gorra shared that the second Ford Maverick has been delivered to the Parks Department. Work remains at the pool in preparation for next season. The main water supply, at Sunset Pool, has been reworked. All five septic tanks have been pumped at Peck Farm. The horticulture staff have finished planting flower bulbs in high visibility areas in Wheeler, Island, and Garden Club Parks. The Geneva Natural Resource Committee has donated 25 Bur Oak trees to be planted in Sterling Manor, Williamsburg, and Frank Burgess Parks.

NEW BUSINESS

RECREATION COMMITTEE MEETING REPORT

Supt. of Recreation Bortner reported that the Recreation Committee met in the beginning of November where Commissioners Cullen and Jones were in attendance. The report covers the direct cost to programs during the spring and summer seasons. These costs do not reflect administrative costs or any other indirect costs. Mr. Bortner shared a couple highlights including; participation numbers and revenue numbers are both up and a reminder that Pickleball has been separated into its own line item. Day Off Trips made a huge come back this past year as fieldtrips were brought back for the first time since COVID-19. Folk Fest also ran for the first time since COVID-19. Mr. Bortner shared numbers from day camp, which was included in the report. Participation and revenue were up across the board. Recommendations included; misting fans for the two schools without air conditioning in the gymnasiums, increasing fees, improve options for teen camps, as well as, improving the training process for returning camp counselors. Staff will be looking into creating a teen camp that may put a little more focus on fitness, as well as, teens registering as a group versus individually, per the recommendation from Commissioners Cullen and Jones. Vice President Moffat asked if staff should look into the air conditioning issue at Western and Harrison Schools. Executive Director Vickers stated that the school district is in the process of quoting the air conditioning issue. Vice President Moffat made a motion to approve the Recreation Committee Report for spring and summer 2023 and recommendations for 2024 as presented. Commissioner Jones seconded. Four ayes. Motion carried.

FITNESS SURVEY RESULTS

Supt. of Recreation Bortner shared the survey results for BestLife Fitness which had over 20% return rate. Stephen Persinger Recreation Center had 293 respondents and Sunset Community Center had 140 respondents. A top box reference is a rating of four or five. Both centers received high ratings and staff is very pleased with the responses. One of the highest ratings was cleanliness of both centers. Mr. Bortner reviewed ratings for customer service, equipment, towel service, location, and fees for both centers.

WELLINGTON PARK PLAYGROUND REPLACEMENT CONTRACT

Executive Director Vickers shared that staff would like to move forward with replacing the playground equipment at Wellington Park. Commissioner Jones left the meeting at 8:34 pm. The park was built and developed in 2007 and the playground needs replacement. Vice President Moffat made a motion to approve the contract with Upland Design for the replacement of Wellington Park for \$19,860.00. Commissioner Cladis seconded. Three ayes. Motion carried. Commissioner Jones returned to the meeting at 8:36 pm.

SANDHOLM WOODS WEST MASTER PLAN

Executive Director Vickers shared that staff is looking to do some upgrades to the west side of Sandholm Park.

Staff would like Upland Design to come up with a master plan of what the upgrades might look like. The Geneva Park District Foundation will also support this project. Vice President Moffat mentioned that Sandholm West may be a good location to develop this area to meet the needs of the east side of Geneva and support the needs mentioned by the survey respondents and focus group individuals. Commissioner Cladis made a motion to approve Upland Design to develop a master plan for Sandholm Woods West Park. Commissioner Jones seconded. Four ayes. Motion carried.

EXECUTIVE SESSION

At 8:45pm Vice President Moffat made a motion to go into Executive Session for the purpose of reviewing executive session minutes. Commissioner Jones seconded. Four ayes. Motion carried.

The Board returned to open session at 8:47pm. Commissioner Moffat made a motion to approve executive session minutes dated May 15, 2023; and July 17, 2023 as presented; and approve the release of executive session minutes dated August 20, 2018; September 17, 2018; November 19, 2018 and May 15, 2023 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Jones seconded. All ayes. Motion carried.

ADJOURN

Vice President Moffat made a motion to adjourn at 8:48pm and Commissioner Jones seconded. Four ayes. Motion carried.

Secretary

Submitted By: Nicole Vickers / Hannah Sterricker