

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
SUNSET COMMUNITY CENTER – MARCH 18, 2024
7:00 p.m.**

CALL TO ORDER

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

ROLL CALL

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

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

Press: None

Guests: Sunset Customer Service Manager Brendan Lochbaum, Sunset Facility Manager Ryan Coffland, and Asst. Supt. of Recreation Kyle Donahue.

HEARING OF GUESTS

Executive Director Vickers and Supt. Bortner introduced Brendan Lochbaum as the new Sunset Customer Service Manager. Supt. Bortner shared that Mr. Lochbaum lives in Geneva and has a great background in fitness. Mr. Lochbaum started with the district as a personal trainer and moved into his full time position three weeks ago. The commissioners welcomed Mr. Lochbaum to the team.

READING OF MINUTES

Vice President Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of February 19, 2024, and the minutes from the Personnel Policy Committee Meeting from March 13, 2024. Commissioner Jones seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the February financial reports. The February investment report is one basis point higher than last month. The revenue and expenditure is 83% through the fiscal year. There is a negative number showing for state unemployment from receiving a refund within the liability report. The social security fund is trending higher than what is in the budget and will be watched closely. Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Jones seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

The media relations binder was passed around.

OLD BUSINESS

None to report.

COMMUNICATIONS

Executive Director Vickers shared that staff has successfully worked with the school district and Shodeen to secure utility usage at Mill Creek Community Park and the project will be going to bid at the beginning of April. The board should expect to see results at the April board meeting. Earth Day Celebration will take place at Peck Farm Park on April 20th. The Wine, Cheese and Trees event went very well last month. The event was a collaboration between the National Resource Committee, the Geneva Park District Foundation and the Library Foundation. An open house was held last week for a public playground replacement at Wellington Park. The event was highly attended where community members near the park were able to vote on their preferred playground. The board should expect to see Wellington playground bid results in the near future. Staff is finalizing the 2024/25 proposed budget and will present it to the Finance Committee in April, followed by a presentation to the full board at the April 15th meeting. Commissioner Jones asked if there is any progress with the requested wiffleball complex at Lions Park. This idea was presented to staff via letter from a younger community member. Executive Director Vickers shared that the idea has been discussed but, may not happen this year due to the projects scheduled. President Frankenthal asked if something could be done on a smaller scale. Supt. Gorra replied that he could look into seeing if this is something the parks staff could do in-house.

FUTURE MEETINGS

Finance Committee-Budget Meeting (Jay Moffat & John Frankenthal)	April 10 th , 2024	3:00 PM
Regular Scheduled Board Meeting	April 15 th , 2024	7:00 PM
Recreation Committee Meeting	TBD	TBD
GPD Foundation Meeting (Annual and Regular)	May 2 nd , 2024	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. The parks department is advertising to fill seasonal positions as well as filling the long-term positions. The Parks Specialist II position was filled internally. Many parks staff members have been able to attend a number of training opportunities in February and March. Pool work has begun and the trades staff members are working on Sunset bath house plumbing, replacing chemical feed lines in the pump house, electrical upgrades and repairs to play features. The parks staff have started spring cleanup in the parks. President Frankenthal asked if staff have looked into the chemicals used for sealcoating. Supt. Gorra said that staff have looked into it and we will be using an asphalt base which is environmentally friendly. Parks staff have finished their work at the Orientation Barn at Peck Farm Park for the season. The drop ceiling was removed, light fixtures were upgraded, HVAC ductwork was replaced and the ceiling joists were washed, sanded and painted. Additional work will continue in the Fall. Staff will meet with Verde Energy Efficiency Experts to assess the feasibility of installing electric vehicle charging stations. Board and staff discussed location and expenses. Board members expressed their desires to ensure the charging stations are placed for convenience and not abused. The pavilion at Island Park will have some upcoming work done, including restroom renovation. The Geneva History Museum provided a photo of the pavilion from 1946 providing insight to the staff as to what it looked like years ago. The district is working, once again, with Lead Electric to take advantage of the ComEd Energy Efficiency Program. This program will pay for the conversion of the Peck Athletic Field lights from metal halide to LED lighting. RLS Company is slated to rework more of the Community Garden gravel parking lot. The growing season is coming sooner than expected. Crocus have been seen blooming at Wheeler and early season crops like pansies will likely go out in mid-March.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Bortner reviewed his report. Spring registration day began on Tuesday March 5th which included registration for swim lessons and summer camps. Registration for next year's Kid Zone program is in full swing for priority registration. New registration for Kid Zone will start on March 11th. All leagues concluded for the season. All four leagues saw growth from the previous year. The park district will host their first collaborative program for the seniors with the Geneva History Museum with a tour of historic downtown Geneva. Staff will be collaborating with Mill Race Cyclery later this summer to offer two evening kayaking programs. Easter events are coming up including the Teen Eggmazing Race, Bunny Breakfast and Bunny Basket Deliveries. BestLife Fitness hosted an open house event at both facilities on February 29th. The event resulted in 13 new memberships and nine renewals. Playhouse 38 hosted its first rental since the pandemic on March 2nd. The event provided good concession sales for Playhouse 38 and the artist expressed interest in renting in the future. The adult show, *The Complete Works of Shakespeare (Abridged)*, took place the weekend of March 15th – 17th with over 150 tickets sold. Playhouse will host the Spring Break Talent Show on March 26th. Staff are working to ensure

all plans are in motion to open the aquatics facilities. There has been a delay with the filter replacement project. A pre-season inspection of the pumps at Sunset Pool revealed three pumps need repair. The pumps will need to be pulled and repaired at the contractor's shop and will not exceed an expense of \$82,192. Commissioner Cullen asked if these pumps had been replaced previously. Executive Director Vickers replied that there are many pumps out there and these ones are different from the pumps done last year. President Frankenthal asked if the pumps are inspected at the end of last season. Supt. Gorra responded that the pumps were inspected by IL Pump and we were informed that one probably would need to be rebuilt. They came back and informed us that now three need to be rebuilt. Parks staff have been working to get on IL Pump's books for some time. Supt. Gorra also informed the Board that other pump companies have been called and all are equally booked. Discussion ensued in regards to IL Pump, the types of pumps and the longevity of the pumps. Supt. Bortner reviewed the numbers for BestLife Fitness. Vice President Moffat shared that he is glad to see collaborations between the park district and the Geneva History Museum and proposed the option to collaborate with the township senior center, as well as offer a senior golf class. Supt. Bortner responded that he can look into it.

NEW BUSINESS

PECK HOUSE RAILING REBUILD

Supt. Gorra reminded the Board that a third of the railing was rebuilt last fall and Craiger Custom Design did a fantastic job. Staff would like to complete the rest of the railing on the Peck house which is expected to be completed before the start of the next fiscal year. Vice President Moffat made a motion to approve the expenditure of \$10,800 to Craiger Custom Design for the renovation of the railings at the Peck Farm Park house. Commissioner Cullen seconded. All ayes. Motion carried.

2024 CRACK FILL, SEALCOAT & STRIPING BID RESULTS

Supt. Gorra shared that the park district went to bid for this year's crack filling and sealcoating services. The project will focus on trails and parking lots at SPRC. Vice President Moffat made a motion to approve the contracted crack fill, sealcoat and striping project to the low bidder, MML Premier Services in the amount of \$49,200. Commissioner Cladis seconded. All ayes. Motion carried.

WINDING CREEK ARCHITECT PROPOSAL

Executive Director Vickers stated that she would like to move forward on the development of Winding Creek. The site has been visited with the architect and ideas have started to form. As the residents start expressing their ideas the park district will address those ideas. Executive Director Vickers stated that the park district would like to go for an OSLAD Grant for this project. The park district would like to hire Upland Architects in the amount of \$17,800 to do the master plan as well as prepare the OSLAD Grant. Vice President Moffat asked Executive Director Vickers to ask the developer to place our tentative plans in their sales offer, provide a list of all the purchasers and everyone who is under contract, and allow the park district to hold any meetings we have for the community, in regards to this project, to be held in their model home. Executive Director Vickers shared that she has asked for the list of purchasers and will be sure to ask for his other requests. Commissioner Jones made a motion to approve the expenditure of \$17,800 to Upland Design to prepare the master plan and OSLAD grant for the Winding Creek project. Commissioner Cladis seconded. All ayes. Motion carried.

SPRING LANDSCAPE CLEANUP BID RESULTS

Supt. Gorra shared with the Board that the district would like to move forward with the one-year extension of the 2023 contract with Langton Group. Vice President Moffat made a motion to extend the contract with Langton Group for the 2024 spring landscape services in the total amount of \$25,791. Commissioner Cladis seconded. All ayes. Motion carried.

CARRIAGE CREST EASEMENT

Supt. Gorra reported that the city of Batavia is looking to rework the stormwater recharge basin at Carriage Crest Park. The park is shared between the Batavia Park District and Geneva Park District. The basin is overwhelmed with stormwater and is flooding basements. The city wants to dig the basin deeper and fill it with clay to redirect the stormwater to be pumped into the river. During this process the park will lose trees but the city will replace more than we lose. Executive Director Vickers shared that The Geneva Park District and Batavia Park District shared the attorney costs to put the documents together. Vice President Moffat made a motion to approve the temporary and permanent easement for the city of Batavia for the purpose of mitigating flood issues for many of our constituents. Commissioner Jones seconded. All ayes. Motion carried.

FITNESS EQUIPMENT PURCHASE

Supt. Bortner informed the Board that there has been a deterioration for a number of dumbbells in the BestLife Fitness Center at the Stephen Persinger Recreation Center. The last time these dumbbells were replaced were in August 2022. Staff would like to purchase urethane dumbbells that have a five-year warranty. President Frankenthal asked if this is wear and tear from individuals dropping them. Supt. Bortner shared that it is from dropping and the racks, as the racks have sharp corners. Commissioner Jones asked if the total includes new racks. Supt. Bortner confirmed that it does. Stating that the old dumbbells that are still in usable shape will be put off to the side until the new Kidz Korral space is built and the dumbbells can be placed in there. Vice President Moffat made a motion to approve the purchase of \$18,066.60 for replacement of the complete dumbbell set at SPRC. Commissioner Cullen seconded. All ayes. Motion carried.

GYM FLOOR SCREENING

Supt. Bortner shared that staff went out to bid to do a complete resurfacing of the gym floor at SPRC. The project was given to five companies but unfortunately, there were no bidders. Supt. Bortner stated that it is a competitive time of year because the schools are off during the same time period. Executive Director shared that on the park district's end timing was not favorable. Staff intend to bid the project again in late 2024 for the summer of 2025. Commissioner Jones asked if the park district would be able collaborate with the school district. Executive Director Vickers state that staff certainly can ask. As an alternative staff received a quote to screen the floor and apply one coat of an oil-based polyurethane. Executive Director Vickers shared that this is a process that staff complete annually and typically comes in under \$10,000 which is why the Board has not seen this project before. Vice President Moffat made a motion to approve the expenditure of \$11,800 to Floors Inc. for services to screen and polyurethane the gym and dance aerobics room floors. Commissioner Jones seconded. All ayes. Motion carried.

PERSONNEL & POLICY COMMITTEE RECOMMENDATIONS

Staff and Board agreed to move this discussion to executive session to discuss personnel 2(c)(1) and land acquisition 2(c) (11).

EXECUTIVE SESSION

Vice President Moffat made a motion to move into Executive Session at 8:07 p.m. for the purpose of discussing personnel 2(c)(1) and land acquisition 2(c) (11). Commissioner Jones seconded. All ayes. Motion carried.

The Board returned from Executive Session at 8:55pm. Commissioner Moffat made a motion to approve the proposed organizational chart; salary policy; proposed full-time salary and wage ranges; proposed part-time salary and wage ranges; and the proposed 4% pool for full-time average salary and wage increases including the Executive Director along with one \$3,000 professional adjustment. Commissioner Cladis seconded. All ayes.

ADJOURN

Commissioner Jones made a motion to adjourn the meeting at 8:55pm. Commissioner Cladis seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Nicole Vickers / Hannah Sterricker