

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
August 19, 2024
Location: Peck Farm Park / Time: 7:00 pm**

CALL TO ORDER

President Frankenthal called the meeting to order at 7:02 pm.

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, Asst. Supt. of Parks & Properties Ken Kerfoot, Supt. of Finance & Personnel Christy Powell, Supt. of Recreation Elliott Bortner, and Administrative Assistant Hannah Sterrick.

Press: None.

Guests: Asst. Superintendent of Recreation Kyle Donahue, Aquatics & Facility Manager Joey Kalwat, Recreation Supervisor Beth Keen, Friendship Station preschool teacher Cindy Stuewe, Gabriel Kaven, Angie Carlson, Nicole Cook, Tina Fedora, Michelle Skibicki, Scott Stuewe, Colleen Ortiz and Michelle Kelly from Upland Design.

HEARING OF GUESTS

Executive Director Nicole Vickers recognized Cindy Stuewe for her 30 years of service as a preschool teacher at the Park District's preschool, Friendship Station. Ms. Vickers shared her sincerest thanks to Mrs. Stuewe. Supt. Bortner and Recreation Supervisor Beth Keen also thanked Mrs. Stuewe for her hard work and dedication.

READING OF MINUTES

Vice President Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of July 15, 2024. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the July financial reports. Supt. Powell reviewed the investment report and noted that the blended rate is 4.35%. CDs continue to be purchased at good rates. Revenues and expenses are a quarter through the year and are on track. One payment has been made to the auditors out of the audit fund and one remains. 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

Executive Director Vickers indicated that there are no changes to the agenda.

CORRESPONDENCE

Executive Director Vickers passed around the media binder for all to review.

OLD BUSINESS

PECK FARM PERMEABLE PAVER SYSTEM REPAIR

Upon Supt. Gorra's absence, Asst. Supt. Ken Kerfoot attended the meeting in his place. Asst. Supt. Kerfoot reminded the Board that a portion of the permeable paver patio needs repair due to sinking. The suspected cause is compromised underground drainage. RLS Company has provided a quote to repair the problem. The scope of the work would include removing a 20'X20' section of the permeable pavers and excavating down to the drain lines. In addition, a retaining wall below grade will be installed. The sinking permeable pavers are getting close to being a trip hazard. Staff will keep a

close eye on it to ensure safety. The project will be completed after Autumn Fair. Vice President Moffat made a motion to approve the expenditure of \$18,771 to RLS Company for the repair of the permeable paver system at Peck Farm Park. Commissioner Jones seconded. All ayes. Motion carried.

COMMUNICATIONS

Executive Director Vickers announced the resignation of Board President John Frankenthal had been tendered to the secretary of the Board, Nicole Vickers. Executive Director Vickers shared that the Geneva Park District is extremely grateful for the 15 years Mr. Frankenthal dedicated to the district and is sad to see him go. Mr. Frankenthal thanked Ms. Vickers and stated that leaving the Geneva Park District Board was a difficult decision.

Executive Director Vickers stated that a new commissioner will be appointed and fill the vacancy until May 2025. The appointee will run for a 2-year unexpired term at the April 2025 consolidated election. The seat will be up a full 6-year term once again in 2027. Vice President Moffat will fill in as acting President. Park board members Jay Moffat and Bre Cullen are up for re-election in 2025.

Annual maintenance and cleaning are underway at the Stephen D. Persinger Recreation Center and Sunset Community Center. BestLife Fitness members can use either facility during this time to keep their routines consistent. Staff and Board will pick a date for the annual capital planning meeting for the next fiscal year. The final Efficiency Committee Meeting will be held in October prior to the Board meeting. Mill Creek Pool has closed for the season. Staff closed out the season with a 5-star audit in August. Work continues on the Mill Creek Community Park Renovation project. Substantial completion is slated for mid-October with a ribbon-cutting ceremony. Wellington Park is going under construction at the beginning of September with completion later in the Fall. The Geneva Park District Foundation participated in a tri-cities foundation meeting at Batavia Park District. The Geneva Park District Foundation board members look forward to hosting the next meeting.

FUTURE MEETINGS

Autumn Fair Committee Meeting	August 27, 2024	7:00 PM	* At Peck Farm Park
Foundation Board Meeting	September 10, 2024	7:00 PM	
Regular Scheduled Board Meeting	September 16, 2024	7:00 PM	

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. Bortner advised resident registration began August 6 with non-resident registration starting August 13. Camps have ended for the season and all went very well. Kids' Zone will start on August 22 and Pre-school will start on August 26. Movies in the Park, Concerts at River Park, and Park Cookouts have concluded for the summer season. The last cookout was at Wellington Park with another great turnout. Staff typically purchase 150 hotdogs for a park cookout, but this year staff have consistently purchased 220-240 hotdogs. Concerts at River Park also saw larger attendance numbers. The fall 5K will again be held on the same day as Autumn Fair. Mill Creek Pool closed on August 18; Sunset Pool will be open until September 2. Sunset Pool's hours will be reduced once students are back in school. Aquatics staff received their final unannounced audit of the season and received 5 stars. Peck Farm Park and Hawks Hollow continue to see great visitation numbers. A donation receptacle has been installed at the entrance of Hawks Hollow to help offset expenses for the playground and surrounding area. BestLife Fitness welcomed guests from the St. Charles Park District's Norris Recreation Center August 5-9 while their facility underwent upgrades and cleaning. Sunset Community Center saw over 200 guests that week. The first Mini-Golf Tournament was held on Saturday, July 28 with 12 participants. This was the first tournament to run in several years. Supt. Bortner reviewed the BestLife membership numbers and revenues.

SUPERINTENDENT OF PARKS & PROPERTIES

Asst. Supt. Kerfoot reviewed the Supt. of Parks & Properties report. The Parks Department is fully staffed. An offer has been made to an in-house applicant for the ball field specialist position. The Parks Department has spent a great deal of effort on storm damage cleanup brought to Wheeler Park and other parks in mid-July. Many trees were brought down and in addition to parks staff a local tree service was called in to assist in getting the parks safely open. President Frankenthal asked if the staff was able to keep any of the wood from the downed trees. Executive Director Vickers shared that one log was kept but most was chipped. Island Park remains impacted by prolonged high-water levels. Large

areas of grass have died off and soil is exposed. Staff have begun seeding grass in the barren areas and Folk Fest has been moved from Island Park to Wheeler Park. Commissioner Cullen asked if the paths at Island Park were affected. Executive Director Vickers shared that several times the paths were closed for safety reasons. The longest closure lasted a week, but there is no known damage to the paths. Executive Director Vickers also shared that many of the newer trees on the island did not survive. The bid opening for the Stone Creek Mini Golf Building Renovation Project is scheduled for September 6. The Park District has officially taken over Winding Creek Park and maintenance has begun. Early estimates to mow indicate that a mowing crew of three will spend about three hours a week keeping the grass mown. Loose handrails at River Park have been repaired. The bid for the infield renovation of Don Forni Park baseball infield will be released on August 19. Substantial progress has been made at Mill Creek Community Park. Kids Around the World removed portions of the existing playground that they will refurbish and rehome. The new playground will start to be installed the week of August 19.

NEW BUSINESS

Audit Transfer – Resolution #2024-03

Supt. of Finance & Personnel Powell stated that at the end of each fiscal year, the District transfers a portion of any surpluses remaining for the year from the General and Recreation Fund to the Capital Fund in the form of an Audit transfer. Supt. Powell shared that the Park District budgeted conservatively with \$1.8M to be transferred, but the Park District will be able to transfer \$2.8M. The fund balance for both the general and rec fund were able to be increased as well as a transfer to the capital project fund. Vice President Moffat made a motion to approve the Audit Transfer Resolution #2024-03 authorizing the transfer of unexpended funds from one appropriation item to another. Commissioner Jones seconded. A roll call vote was taken. Jones-aye, Cladis-aye, Cullen-aye, Moffat-aye, Frankenthal-aye. All ayes. Motion carried.

Surplus Property Disposal – Ordinance #2024-04

The ordinance grants the Park District formal permission to dispose of surplus property. The property is often traded in for replacement vehicles or equipment, auctioned off, recycled or simply disposed of. Executive Director Vickers stated that this list is typical from year to year. Vice President Moffat made a motion to approve the Surplus Property Disposal Ordinance #2024-04 as presented. Commissioner Cullen seconded. A roll call vote was taken. Jones-aye, Cladis-aye, Cullen-aye, Moffat-aye, Frankenthal-aye. All ayes. Motion carried.

Utility Vehicle Purchase

Asst. Supt. of Parks & Properties Kerfoot informed the Board that the Parks Department is ready to purchase a new utility vehicle to replace an aging 2016 unit that is still in operation and needs extensive repair including, brakes, tires, and hydraulic repairs. The proposed purchase through the Sourcewell Purchasing Cooperative will be similar to the unit being replaced, which is a heavy-duty year-round utility vehicle. Vice President Moffat asked if all attachments would fit the new unit. Asst. Supt. Kerfoot replied yes. Executive Director Vickers stated that this vehicle was budgeted for this fiscal year. Commissioner Cullen asked if the vehicle is powered by gas. Executive Director Vickers replied yes. Vice President Moffat made a motion to approve the expenditure of \$34,279 for a new Kubota Utility Vehicle from Dekane Power Equipment. Commissioner Cladis seconded. All ayes. Motion carried.

Fire Panel Replacement

Supt. of Recreation Bortner informed the Board the Sunset Community Center fire panel is in disrepair and needs to be replaced. Staff has spoken to both the fire marshal at the Geneva Fire Department and Alarm Detection Systems Inc. who both agreed that the panel needs to be replaced now and cannot wait until appropriately budgeted in the next fiscal year. Supt. Bortner assured the Board that the current panel is still able to send full fire signals, but it cannot send trouble signals. The purchase of the fire panel will be coming out of the emergency fund. Vice President Moffat made a motion to approve the purchase and installation of the new fire panel and new addressable equipment for the quoted price of \$24,934 with funds coming from the emergency fund C-1903. Commissioner Jones seconded. All ayes. Motion carried.

2025 OSLAD Winding Creek – Resolution #2024-05

Executive Director Vickers introduced Upland Design architect Michelle Kelly. Ms. Kelly provided a PowerPoint to the Board of the proposed park design for the newly acquired Winding Creek Park. Executive Director Vickers reminded the Board that the Park District will be going for an OSLAD Grant for this park and they will need to pass resolution #2024-05. Ms. Kelly stated that the concept of this park is an active fun and calming green space. The park is unique in its shape making it feel very big. She reviewed that two public meetings were held with the Winding Creek neighbors where

they were able to vote on different park amenities and then those amenities were created into two concepts which were voted on again. The design was made to maximize the park's space and a concrete walking path will link all the elements. Building on the nature of the wetlands and prairie a boardwalk will be placed near the native wetlands. The wetlands are not a part of the park and are not owned by the Geneva Park District. Commissioner Jones asked if the boardwalk could be wider. Ms. Kelly stated that 8 feet is a typical width for a boardwalk, but it could be widened to 10 feet. Vice President Moffat asked if the boardwalk would be made out of composite wood. Ms. Kelly responded yes as it will last longer. The northeast corner of the park will have a wooden shelter with various games and playground equipment. The playground will have two areas of play for children 2 to 5 years of age and 5 to 12 years of age. The playground will have a total of 5 swings, 2 belt swings, 1 friendship swing, 1 bucket swing, and an ADA compliant swing. The main part of playground equipment will have a more modern look with secondary nature based play areas. Adding a 4-foot barrier fence, around all play equipment, to ensure safety. A small splash pad will include 5 pieces, 1 tall piece, 3 short pieces, and 1 touch-and-go bollard. The water from the small splash pad area will drain to waste. The park will include on-leash dog agility components. This was chosen over a fenced-in dog park due to space. Adult outdoor fitness will include medium-level fitness components on wood mulch. The park will also include 1 tennis court, 2 pickleball courts, a half basketball court, and flat land for open space play. Commissioner Cullen asked if there would be a parking lot, bike racks, and park lights. Ms. Kelly responded that this park is designed as a neighborhood park and not a destination community park as the majority of the users will be the Winding Creek neighbors. The park will follow other Park District ordinances and will close at dusk so there is no need for lights. Bike racks can be included in the park. Commissioner Cullen asked if there were any flood concerns. Ms. Kelly responded no. Executive Director Vickers stated that the OSLAD Grant application is due in September 2024 and the project will begin next year. Vice President Moffat asked if the district is not granted OSLAD would we proceed with the project. Executive Director Vickers responded yes, although the vision of the site would need to be discussed. Vice President Moffat made a motion to approve resolution #2024-05 the authorization of the Winding Creek project. Commissioner Cladis seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Vice President Moffat made a motion to move into executive session 120/2 (c) (5) to discuss land acquisition and 120/2 (c) (1) to discuss board vacancy at 8:30 pm. Commissioner Cladis seconded. All ayes. Motion carried.

At 9:10 pm the Board returned to the regular meeting.

ADJOURN

Vice President Moffat made a motion to adjourn the meeting at 9:10 pm. Commissioner Jones seconded. All ayes. Motion carried.

Secretary

Submitted By: Nicole Vickers / Hannah Sterrick