

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
October 21, 2024
Sunset Community Center / 7:00 p.m.**

CALL TO ORDER

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

ROLL CALL

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

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

Guests: Red Ribbon Week teacher sponsor Lisa Meister, Geneva High School students Molly and Matt, Geneva resident Nancy Hayhurst, Asst. Supt. of Recreation Kyle Donahue, and several Geneva residents.

Press: None

HEARING OF GUESTS

President Moffat welcomed the members from Geneva High School to share information about Red Ribbon Week. Geneva High School SADD Club members Molly and Matt spoke to the Board about the purpose of the Red Ribbon Week program. President Moffat thanked both Matt and Molly for presenting this year's drug free lifestyle. On behalf of the rest of the guests in attendance, Nancy Hayhurst presented to the Board information in regards to the removal of dams and asked for the Park District Board's support in keeping the Geneva dam on the Fox River.

READING OF MINUTES

Commissioner Cladis moved to approve the September 16, 2024, Regular Meeting Minutes and the September 16, 2024, Special Meeting Minutes as presented. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Cullen moved to approve the claims and accounts as presented. Commissioner Cladis seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the September investment report and the revenue and expenditure reports. The yield on investments in the report has gone down, which was to be expected. The audit transfer was approved last meeting and those funds have been transferred from the general account to the capital account. The park district received the second installment of real estate taxes. The first draft of the 2024 Tax Levy Ordinance is included in the packet for review. Approval of the ordinance is scheduled for the December meeting and must be filed with the Kane County Clerk before the last Tuesday in December. Supt. Powell provided a timeline for the Limited Bond Issuance. Commissioner Cladis moved to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Cullen seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

Commissioner Cladis moved to approve the agenda as presented. Commissioner Kaven seconded. All ayes. Motion carried.

CORRESPONDENCE

Executive Director Vickers passed the media binder and read allowed a thank you note from Kay Lovett’s daughters. President Moffat recognized Executive Director Vickers for her 20 years of service at the Geneva Park District.

OLD BUSINESS

RED RIBBON WEEK RESOLUTION

Representatives of Red Ribbon Week were present at the board meeting to present information to the Board and staff. President Moffat read aloud the Red Ribbon Week Resolution. Commissioner Cladis moved to approve the resolution supporting Red Ribbon Week of 2024-2025 as presented. Commissioner Kaven seconded. All ayes. Motion carried.

AQUATICS CAPITAL PROJECTS UPDATE

Supt. of Recreation Bortner reviewed the 2024-2025 aquatic projects identified and approved by the Board in December 2022. Mr. Bortner proposed an additional project for the Sunset Pool tube corral. The tubes have worn down the grass and made it difficult for new grass to grow making the area muddy. Staff would like to fill in this area with concrete. Mr. Bortner noted the original quote for the pool surfacing project at Sunset Pool for the plunge and deep pool surfacing at Sunset Pool has been updated to a lower number. Commissioner Kaven moved to approve the updated project quote for the plunge pool resurfacing at Sunset Pool for \$20,000, the updated project quote for the deep pool surfacing at Sunset Pool for \$30,000, and the addition of one project at Sunset Pool, in FY 24-25, in the amount of \$12,500 for a concrete deck in the tube corral. Commissioner Cladis seconded. All ayes. Motion carried.

2024 SPRC FLEX FIT RENOVATION BID RESULTS

Supt. of Recreation Bortner reminded the Board that the Kidz Korral space at the Stephen D. Persinger Recreation Center has remained closed since March 2020. Over the last four years, staff have received many comments regarding a desire for additional stretching areas, free weights, and strength equipment via surveys, phone, or in-person. In September 2023 the Board approved a proposal from FGMA to perform an architectural and interior design space study on the former Kidz Korral space. Seven bids were received on October 7, 2024, with the low bidder coming in under budget. Mr. Bortner shared that the Park District received a Sourcewell Contract proposal from Interiors for Business, Inc. for the demountable glass partition and sliding door system for materials in installation. Commissioner Cladis moved to approve the base bid received from the low bidder, Red Feather Group, for \$319,950, including allowance 1, owner Contingency of \$40,000; (2) proposal submitted by Interiors for Business for \$14,537.10; (3) authorize the Executive Director to execute said contracts totaling \$329,487.10. Commissioner Kaven seconded. All ayes. Motion carried.

CONTRACTED HVAC ROUTINE MAINTENANCE BID RESULTS

President Moffat asked if the Board had any questions for Supt. of Parks and Properties Gorra on the new HVAC routine maintenance contact. With no questions, Commissioner Cladis moved to approve the 2025 HVAC Routine Maintenance Bid to low bidder Bedco Mechanical in the amount of \$13,616. Commissioner Cullen seconded. All ayes. Motion carried.

COMMUNICATIONS

Mill Creek Community Park is nearing completion. The park district will be hosting a small dedication at the park on Saturday, October 26 at 2:00 pm for a select group including legislators and staff. The annual holiday party is scheduled for December 13th at Penrose Brewing Company, starting at 4:00 pm. Executive Director Vickers, Supt. Bortner, and Supt. Powell will be attending the Legal Symposium on November 7th. The IAPD/IPRA Soaring to New Heights Conference will be held on January 23-25, 2025. The annual Chamber of Commerce dinner and awards banquet is scheduled for Thursday, November 7th at Riverside Receptions and Conference Center in Geneva. Board members who would like to attend either event should inform Administrative Assistant Hannah Sterricker. The Board and staff decided on December 9th at 5:00 pm for the Capital Planning Meeting.

FUTURE MEETINGS

Recreation Committee Meeting (Peter Cladis & Gabriel Kaven)	November 8, 2024	3:00 PM
Regular Scheduled Meeting	November 18, 2024	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Bortner scheduled the Recreation Committee meeting with Commissioners Cladis and Kaven for November 7th at 3:00 pm. President Moffat asked if the Board had any questions regarding Supt. Bortner’s report. No questions.

SUPERINTENDENT OF PARKS AND PROPERTIES

President Moffat asked if the Board had any questions regarding Supt. Gorra’s report. No questions.

NEW BUSINESS

PECK FARM CAMP REPORT

Manager of Peck Farm Dagley reviewed his report highlighting the schedule and themes. Mr. Dagley informed the Board that a 3% fee increase was implemented, the maximum number of participants for each age group was increased, and an additional counselor was hired to float from group to group. The WIFI was also improved in the courtyard which allowed a smoother check-in and out process for the parents/guardians. Camp Coyote saw a total of 961 participants. The afternoon participation numbers dipped and staff is looking at ways to improve those numbers. Staff did face challenges with the heat and sought out areas with air conditioning. A large map with “home base” was created to assist campers and parents/guardians. Mr. Dagley addressed recommendations for next year and reviewed the Risk Watch Safety Camp. Executive Director Vickers and Supt. Bortner shared high remarks of Mr. Dagley. Commissioner Kaven moved to approve the Peck Farm Park Camp 2024 Report and recommendations presented. Commissioner Cladis seconded. All ayes. Motion carried.

FVSRA MEMBER CONTRIBUTION REQUEST

Supt. of Finance and Personnel Powell reported on the FVSRA member contribution. This year’s levy request for the Fox Valley Special Recreation Association was looked at very closely. The proposed increase is 15% for the Geneva Park District. The overall increase is 16%. Executive Director Vickers interjected, the FVSRA Board negotiated the number down, as they did not support the original amount. Commissioner Cladis moved to approve the proposed FVSRA member contribution increase to \$321,653 for the 2025/26 budget year. Commissioner Cullen seconded. All ayes. Motion carried.

TAX LEVY ORDINANCE #2024-06 (1st draft)

Superintendent of Finance & Personnel Powell advised that this is the first draft of the tentative levy ordinance for next year. She reviewed the timeline and how the numbers are calculated for this Tax Levy Ordinance. Ms. Powell added that the District estimates new growth to be high which translates into a much higher tax levy to ensure that any new growth is captured. Because we are limited by the tax cap this levy will be reduced by the County to the maximum increase of the 2023 CPI of 3.4%, over the prior year’s tax extension in addition to any new growth. The levy will be available for public review and will be reviewed again by the Board in November. It will be presented for final approval in December with a public hearing. The ordinance must be filed by the last Tuesday in December.

IAPD CREDENTIALS CERTIFICATE

Executive Director Vickers stated the Board and staff will need to assign delegates for the annual business meeting at the IAPD/IPRA conference on January 25th, 2025. Commissioner Cladis moved to approve Executive Director Vickers to be the IAPD/IPRA Annual Business Meeting designee and President Moffat as the alternate. Commissioner Kaven seconded. All ayes. Motion carried.

ENVIRONMENTAL REPORT CARD UPDATE

The environmental report card is a self-evaluation tool provided to us through our professional association for the purpose of assessing our agency’s environmental management practices. The staff has prepared this

document for the Board in an effort to show our continued commitment to the conservation of natural resources and the protection of our environment. Supt. of Recreation Bortner reported that the Geneva Park District scored one point higher than the previous year.

AGENDA CHANGE

President Moffat proposed an agenda change to move the Purchase Manual and Operations Manual Update ahead of the SPRC Gym Curtain Repairs and Additions. Commissioner Kaven made a motion to move the SPRC Gym Curtain Repair ahead of the Manual Update. Commissioner Cullen seconded. All ayes. Motion carried.

PURCHASE MANUAL AND OPERATIONS MANUAL UPDATE

Supt. of Finance and Personnel Powell informed the Board that the bid threshold was increased to \$30,000 in 2022. Staff would like to change our manuals to reflect the statute of the state law. The changes were noted within the packet. Commissioner Cladis moved to approve the purchase manual and operations manual to reflect the state law purchasing threshold. Commissioner Kaven seconded. All ayes. Motion carried.

SPRC GYM CURTAIN REPAIRS AND ADDITIONS

Supt. of Recreation Bortner stated that the gym curtains at SPRC are original to the building and have begun to deteriorate at the lower blue portion of the curtain. The existing grey top portion is still in good condition. In addition to replacing the blue section of the curtains staff would like to remove the batting cage net and add a half court net in its place. The ability to divide the gym into four sections provides a great impact on gym operations. Mr. Bortner noted that the project proposal does not include any electrical work that may be needed. Staff recommend H2I Group repair the existing divider curtains and add one half court curtain. Commissioner Cladis moved to approve H2I Group, in the amount of \$29,839.17 for repairs to the existing divider curtains and the addition of one half court divider curtain in the gym at SPRC. Commissioner Cullen seconded. All ayes. Motion carried.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Cullen made a motion to adjourn the meeting at 9:06 p.m. Commissioner Kaven seconded. All ayes. Motion carried.

Secretary

Submitted By: Nicole Vickers / Hannah Sterricker