

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
September 15, 2025  
Location: Sunset Community Center / Time: 7:00 p.m.**

**CALL TO ORDER**

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

**ROLL CALL**

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

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

Guests: Jey Claudio, Geneva resident, and Michelle Kelly from Upland Designs.

Press: None

**HEARING OF GUESTS**

Mr. Jey Claudio introduced himself as a new resident of Geneva. President Moffat welcomed him to Geneva and the Park District Board meeting.

**READING OF MINUTES**

Vice President Cullen made a motion to approve the Regular Scheduled Meeting Minutes of August 18, 2025, as presented. Commissioner Cladis seconded. Four ayes. Motion carried.

**CLAIMS AND ACCOUNTS**

Commissioner Cladis made a motion to approve the claims and accounts as presented. Commissioner Kaven seconded. Four ayes. Motion carried.

**TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT**

Supt. of Finance & Personnel Powell reviewed the August financial reports. We are 33% through the fiscal year and on track with revenue and expenses. Ms. Powell provided expenditures for Commissioners Moffat and Cullen to attend the NRPA conference. Commissioner Kaven made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Vice President Cullen seconded. All ayes. Motion carried. Commissioner Cladis made a motion to approve the expense of \$3,692.54 for Commissioners Moffat and Cullen to attend the NRPA conference. Commissioner Kaven seconded. A roll call vote was taken. Commissioner Kaven – aye, Commissioner Cladis – aye, Commissioner Jones – absent, Vice President Cullen – aye, President Moffat – aye. Four ayes. Motion carried.

**APPROVAL OF THE AGENDA**

Commissioner Cladis made a motion to approve the agenda with the exception of moving the Wheeler Park Renovation Review to first under Old Business. Vice President Cullen seconded. Four ayes. Motion carried.

**CORRESPONDENCE**

Executive Director Vickers passed around the media binder and shared thank-you notes from students from Heartland Elementary School for helping bring their Youth Olympiad event to fruition and from Oswegoland Senior Center for driving their seniors back to their center when their bus broke down. President Moffat thanked the staff for assisting with a new youth event and assisting others in need.

## **OLD BUSINESS**

### **WHEELER PARK RENOVATION REVIEW**

Michelle Kelly, from Upland Designs, reviewed the proposed plans for the Open Space Lands Acquisition and Development Grant application for Wheeler Park renovations. Ms. Vickers stated that to submit the grant, we need to include the deeds for the park. Staff have submitted what the district has filed, but discrepancies have been found as there are three parcels and two deeds are missing. Staff have been in contact with Chicago Title & Trust Company and Kane County. The grant needs to be submitted at the end of the month. Ms. Vickers anticipates purchasing insurance to guarantee the deeds, which is a proper form for the OSLAD Grant. The grant application includes five elements: existing 60' baseline ballfield accessibility improvements and new 60' baseline ballfield, Pickleball retrofit at the tennis courts, disc golf renovations, new south restroom and shelter, and mini golf improvements. The grant will also include a nature component, expanding on the current native prairie and signage. Alternate items were reviewed, including seating and dog amenities along the trail, adding a council ring in the prairie, garden accessibility improvements, new trail look and tree walk, and full Pickleball and tennis renovations in lieu of retrofit. The projected cost summary for the identified five elements is \$1.6M. The cost for the alternate items was reviewed, totaling just under \$960,000.00. Commissioner Cullen asked if permanent restrooms could be added closer to the ballfield for convenience to those using the ballfield, as well as widening the paths, as e-bikes are becoming a safety concern. Michelle Kelly stated that both of these items can be added; it would just be a matter of cost. Executive Director Vickers stated that a second porta-potty unit can be added to Wheeler Park, by the ballfield, to alleviate waiting time for patrons. President Moffat stated that the grant needs to be submitted, and these items can be added to the alternate items list versus the elements list to allow the Board to have more discussion as the items on the alternate list do not need to be completed per the grant.

### **WINDING CREEK PLAYGROUND EQUIPMENT PURCHASE**

Commissioner Kaven made the motion to approve the expenditure of \$126,593.00 for the purchase of playground equipment for Winding Creek Park from Landscape Structures. Vice President Cullen seconded. Four ayes. Motion carried.

### **WINDING CREEK SHADE STRUCTURE PURCHASE**

Commissioner Cladis made a motion to approve the purchase of a shade structure for Winding Creek Park from NuToys Leisure Products in the amount of \$54,780.00. Vice President Cullen seconded. Four ayes. Motion carried.

## **COMMUNICATIONS**

Executive Director Vickers shared that the Village of Campton Hills has successfully annexed the land previously known as the Settlements of La Fox. She submitted a letter to the Village Trustees outlining the Geneva Park District's negotiations with the developer and explaining the hardships should a TIF be created. Commissioner Kaven stated that the letter was well-written and thanked Executive Director Vickers for sending it. He asked if a response was received from the Village of Campton Hills Trustees. One trustee responded, thanking the Geneva Park District for their feedback. The capital planning meeting was set. Executive Director Vickers stated that the pools are closed and staff will be focusing on repairs and maintenance issues for the Summer of 2026. Stone Creek Mini Golf remains open on the weekends. Autumn Fair is scheduled for this Saturday, September 20<sup>th</sup>, 2025. The Geneva Parks Foundation hosted the annual Tri-Cities Foundation meeting last month at Peck Farm Park, where Foundation members from Batavia, St. Charles, and the Kane County Forest Preserve attended.

## **FUTURE MEETINGS**

GPD Foundation Meeting	October 21	7:00 PM	Sunset Community Center
October Board Meeting	October 20	7:00 PM	Sunset Community Center
Board Capital Planning Meeting	November 3	6:00 PM	Sunset Community Center

## **STAFF REPORTS**

### **SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks & Properties Gorra reviewed his report. The Mill Creek Community Park tennis court renovations will start this month with the fence replacement and asphalt. Staff will be looking into lining up a contractor to do the coloring of the courts. Mr. Gorra also stated that he is still looking into the possibility of adding a pool liner to the Mill Creek main pool, as a liner could allow 12-15 years of maintenance-free.

## SUPERINTENDENT OF RECREATION

Supt. of Recreation Bortner reviewed his report. President Moffat applauded the staff for their hard work on the new Youth Olympiad event.

## NEW BUSINESS

### CYBER INCIDENT RESPONSE PLAN POLICY

PDRMA encourages its members to develop a Cyber Incident Response Plan and to review and train employees on this plan annually. Blackline, our IT contractor, has been completing cyber training and vulnerability testing to help with our security. PDRMA has provided a model policy, which has been updated to cater to the Geneva Park District. Blackline has reviewed the policy and will work with the district to carry out the plan. The plan will be added to the district's safety manual upon approval. Commissioner Kaven approved the Information Security Incident Response Plan provided. Vice President Cullen seconded. Four ayes. Motion carried.

### SAFETY REPORT REVIEW

Supt. of Recreation Bortner reviewed the safety report. Each month our safety committee reviews the accident reports for the District, as well as certificates of insurance. Supt. of Recreation Bortner shared that 208 accident reports were filed for patrons versus 162 filed the previous year. Five employee accident reports were filed this year versus eight the previous year. There was one property report, which is the same as the previous year, and four vehicle accident reports were filed this year, versus three the previous year. Executive Director Vickers reminded the Board that this report covers the months when the district is at the height of employment. Mr. Bortner noted that staff remain focused on safety-related procedures through various trainings. He provided an update on several safety-related tasks and projects that have been completed throughout this period. A list of Safety Person of the Month was reviewed.

### BEFORE & AFTER SCHOOL PROGRAM REPORT

Recreation Supervisor Kelly Wales presented the Before & After School program report for the school year 2024-2025. This is the program's 16<sup>th</sup> year. Ms. Wales reviewed the enrollment history. She stated the year ended with 397 unique participants and reviewed the revenues and expenses. Ms. Wales shared program financials, noting that Geneva Park District's nine monthly payments are less than the neighboring park districts that have 10 monthly payments. Staffing continued to be an issue for the 2024-2025 school year. By late September, staffing levels stabilized and operations became more consistent. Upon completion of the school year, a final evaluation survey was sent to parents. The overall top box score was 91% and the highest scores were seen in professionalism and program quality. Recommendations for the upcoming fiscal year were shared. Commissioner Kaven made a motion to approve the 2024-2025 Kids' Zone Board Report and the 2025-2026 recommendations as presented. Vice President Cullen seconded. Four ayes. Motion carried.

## ADJOURN

Vice President Cullen made a motion to adjourn the meeting at 8:43 p.m. Commissioner Cladis seconded. Four ayes. Motion carried.

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Secretary

Submitted By: Nicole Vickers / Hannah MacArthur