

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
DECEMBER 8, 2025 at 7:00 pm
Location: Sunset Community Center**

CALL TO ORDER

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

ROLL CALL

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

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, Aquatics & Facility Manager Joey Kalwat, Aquatics & Fitness Coordinator Chris McAdam, and Facility Manager Ryan Coffland.

Guests: Asst. Supt. of Recreation Kyle Donahue.

Press: None.

HEARING OF GUESTS

None.

READING OF MINUTES

Commissioner Jones made a motion to approve the November 17, 2025, Regular Meeting Minutes as presented. Vice President Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the November investment report and the revenue and expenditure reports. Included in the report are the approved travel expenses for President Moffat and Vice President Cullen to attend the IAPD/IPRA 2026 Conference. By law of the state of Illinois and local government, travel expenses incurred by board members related to official Park District business must be approved by a roll call vote. Commissioner Kaven made a motion to approve the Treasurer's Report and Superintendent of Finance Report, and the annual expenditures of \$1,979.00 for the IAPD/IPRA Conference attendees as presented. Commissioner Jones seconded. All ayes. A roll call vote was taken with all in favor. Motion carried.

APPROVAL OF THE AGENDA

Commissioner Cladis made a motion to approve the agenda as presented. Commissioner Kaven seconded. All ayes. Motion carried.

CORRESPONDENCE

The marketing media binder, including press clippings from the past month, was passed around.

OLD BUSINESS

TAX LEVY ORDINANCE #2025-08

Supt. of Finance & Personnel Powell asked for approval of the Tax Levy Ordinance #2025-08. Commissioner Jones made a motion to approve the Tax Levy Ordinance #2025-08 as presented. Commissioner Jones seconded. All ayes. A roll call vote was taken with all in favor. Motion carried.

SUNSET POOL OUTDOOR SPEAKER REPLACEMENT UPDATE

The outdoor speaker replacement at Sunset Pool was brought to the board at the October 2025 meeting. The Board tabled the agenda item. Supt. Bortner stated that after further discussion with Sound Design, they recommend switching from Klipsch speakers to Atlas speakers, as their history of performing outdoors is better. Sound Design provided a reference from the Waukegan Park District, which installed Atlas speakers. Supt. Bortner spoke with staff from the Waukegan Park District, and they provided a positive review. Supt. Bortner also spoke with the surrounding park districts. It was determined that there is no clear industry standard or universally recommended outdoor speaker. Commissioner Kaven made a motion to approve the purchase of twelve outdoor Atlas speakers at Sunset Pool from Sound Design in the amount of \$13,668.00. Commissioner Jones seconded. All ayes. Motion carried.

COMMUNICATIONS

The Annual Short- and Long-Range Plan Committee Meeting was scheduled for January 27, 2026, at 5:00 PM with Commissioners Kaven and Cullen.

Staff is preparing to begin the 2026-2027 budget process, as well as preparing for annual staff evaluations.

The staff continues to work through the request for proposal process for the Master Plan.

The Park District will hold its Annual Holiday Party this Friday at 4:30 PM at Penrose Brewing Company in Geneva, IL.

FUTURE MEETINGS

Foundation Regular Scheduled Meeting	January 13, 2026	7:00 PM
Regular Scheduled Meeting	January 19, 2026	7:00 PM
Long Range Plan Committee	January 27, 2026	5:00 PM
(Gabriel Kaven & Bre Cullen)		

STAFF REPORTS

SUPERINTENDENT OF PARKS & PROPERTIES

Staff worked hard to put up the lights at Peck Farm Park for the Winter Wonder Lights event. Commissioner Cladis stated the event was fantastic and attended by many. The trail counter was placed at Peck Farm Park to collect data on park visitors. In November, an average of 55 people per day visited the park. Starting December 1st, once the lights turned on, an average of 378 people per day visited the park.

SUPERINTENDENT OF RECREATION

Supt. Bortner stated that due to a snowstorm, the Winter Wonder Lights Kick-off event was postponed and rescheduled for this upcoming Wednesday, December 10th. Other events to take place this month at Peck

Farm Park include: The Park District's first craft beer event, Lights & Flights, Gingerbread Barn Raising, and Bagpipes and Bonfire.

NEW BUSINESS

FORD F-150 VEHICLE PURCHASE

Commissioner Cladis asked if the purchase of the new vehicle would replace or add to the fleet. Supt. Gorra stated that both the Ford F-150 and F-250 will replace vehicles. Commissioner Cladis asked how many vehicles make up the fleet. Supt. Gorra stated 24, which includes both buses and the recreation vehicle. Commissioner Cladis made a motion to approve the expenditure of \$46,412 for a 2026 Ford F-150 from Currie Motors. Commissioner Kaven seconded. All ayes. Motion carried.

FORD F-250 VEHICLE PURCHASE

Commissioner Cladis made a motion to approve the expenditure of \$50,877 for a 2026 Ford F-250 from Sutton Ford. Commissioner Kaven seconded. All ayes. Motion carried.

SUNSET POOL JOINT REPAIR

Commissioner Jones made a motion to approve the base bid proposal from Post Concrete, for \$44,860, and authorize the Executive Director to execute said contract accordingly. Commissioner Kaven seconded. All ayes. Motion carried.

2025 BESTLIFE FITNESS SURVEY RESULTS

Facility Managers Joey Kalwat and Ryan Coffland reviewed the 2025 BestLife Fitness Survey results. The survey was sent to 1,643 members, with 239 responding from the Stephen Persinger Recreation Center and 197 responding from the Sunset Community Center. Those who responded have been entered into a raffle for a free 1-year membership. The overall top box score for the responding SPRC members was 94%, which is a 1% increase from the previous year. The overall top box score for the responding SCC members was 93%, which was a 2% decrease from the previous year. Highest scores from both buildings included cleanliness and customer service. SPRC saw a 5%-10% increase within the condition of the equipment category, specifically in strength, free weights, and stretching areas. Mr. Kalwat attributes this increase to the new equipment purchased for the center as well as the new Flex Zone space. Overall, the condition of the equipment at SCC decreased in all areas, aside from free weights. Mr. Coffland attributes this to the age of the equipment. Both managers reviewed positive and negative comments from patrons.

2025 SUNSET POOL & MILL CREEK POOL ANNUAL REPORTS

Aquatics & Fitness Coordinator Chris McAdam presented the 2025 Annual Pool Reports. The report covers the past swim season. Summer 2025 was Sunset Pool's 29th year of operation and Mill Creek's 19th year; and 12th year managed by the Geneva Park District. The district had a successful year hiring and recruiting seasonal staff. 96 lifeguards were hired for the 2025 pool season. Staff conducted lifeguard training, aquatics orientation, and facility training. Staff participated in a mock scenario training with the Geneva Fire Department, where both the Park District staff and the Geneva Fire Department staff participated in real-time training exercises. The aquatics staff received two five-star ratings and one four-star rating on unannounced audits conducted by Starguard Elite. Mr. McAdam reviewed attendance, hours of operation, admission fees, and passes sold. There were fewer partial and full-day closures this year versus last. Sunset Pool had 96 days of operation, and Mill Creek Pool had 72 days of operation. There were 27,883 daily admissions in 2025, which is 500 more daily admissions than in the 2024 season. 118 more memberships were sold for the 2025 season compared to the 2024 season. Private rentals and birthday parties also increased. For the 2025 season, total revenue was \$796,079.71, total expenses were

\$766,675.62, leaving a total net gain of \$29,404.09. Commissioner Cladis asked why the net was higher than the previous year. Mr. McAdam and Executive Director Vickers stated that ratios and staff expenditures were adjusted, private swim lessons increased, concession stand staffing was adjusted, membership sales increased, and chemical usage was adjusted from the previous year. Mr. McAdam concluded his report by sharing recommendations for the 2025 season, including eliminating Saturday swim lessons at Mill Creek Pool. Commissioners spoke briefly about the usage of the sand volleyball court. Commissioner Jones made a motion to approve the 2025 Annual Report for the Mill Creek and Sunset Pools as well as all recommendations for the 2026 season. Commissioner Cladis seconded. All ayes. Motion carried.

2025 SUNSET POOL & MILL CREEK POOL SURVEYS

Aquatics & Fitness Coordinator Chris McAdam shared the pool survey results. Surveys were sent to pool members in mid-September and October. Printed copies were also available at both pool front desks all season. The overall top box score was 4% lower than the previous year. The highest top box scores included: front office staff, lifeguard attentiveness, lifeguard knowledge, Sunset Pool lap lanes, Sunset Pool water playground, and Sunset Pool water slides. Mill Creek Pool locker room cleanliness was down 18% from the previous year. Mr. McAdam reviewed ideas for improvement within the locker rooms. Staff is looking into shade opportunities for Mill Creek Pool. The new shade structure at Sunset Pool will be installed prior to the opening of the 2026 pool season. The board thanked both Mr. McAdam and Mr. Kalwat for their work and dedication to the pools.

2026 BOARD MEETING SCHEDULE

Commissioner Cladis made a motion to approve the 2026 Board Meeting Schedule. Commissioner Jones seconded. All ayes. Motion carried.

RENEWAL OF EMPLOYMENT CONTRACT FOR EXECUTIVE DIRECTOR

The Executive Director's contract is to be discussed during the Executive Session.

EXECUTIVE SESSION

At 8:07 pm, President Moffat made a motion to move into Executive Session to discuss personnel, section 5ILCS 120/2 (c)(1). Commissioner Jones seconded. All ayes. Motion carried.

ADJOURN

The Board returned from Executive Session into the open meeting at 8:36 pm. Commissioner Kaven made a motion to approve the renewal of the Executive Director's contract as presented. All ayes. Vice President Cullen made a motion to adjourn the meeting. Commissioner Jones seconded. All ayes. The meeting was adjourned at 8:36 pm.

Secretary

Submitted By: Nicole Vickers / Hannah MacArthur