

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
SUNSET COMMUNITY CENTER - APRIL 15, 2024
7:00 pm**

CALL TO ORDER

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

ROLL CALL

President Frankenthal called for the roll. Commissioner Cladis, Commissioner Cullen, Vice President Moffat, and President Frankenthal all answered present. Commissioner Jones arrived at 7:02 pm.

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: Asst. Supt. of Recreation, Kyle Donahue.

HEARING OF GUESTS

None.

READING OF MINUTES

Vice President Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of March 18, 2024 and the Finance / Budget Committee Meeting Minutes from April 10, 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 Cullen seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the March financial reports. Supt. Powell reported that CD rates are favorable. Revenues and expenditures are 92% through the fiscal year and everything looks good and is on track. Also included, is the quarter debt service report. Supt. Powell reminded the Board that Economic Interest Statements are due May 1. Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Cullen seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

The media relations binder was passed.

OLD BUSINESS

Mill Creek Community Park Bid Results

Executive Director Vickers informed the Board that the bid results for the Mill Creek Community Park project came in lower than what was projected and reported in the fall. Reminding the Board that staff were able to reduce cost for owner bought items. Director Vickers noted a calculation error in the memo and informed the Board that the calculation was corrected and uploaded to the Board packet before the start of the meeting. Supt. of Parks and Properties Gorra reviewed the bid results. There were four bidders with the lowest bidder coming in at \$2,317,714.00 which includes the base bid, alternate two; concrete retaining wall, and alternate three; additional parking lot. The amenities for the project include; the installation of the Universal Design playground, the construction of eight pickleball courts, adding workout equipment along the walking trails, the addition of a restroom building, and the construction of an additional parking lot. The project will be partially funded by the OSLAD grant awarded to the district in February 2023. Mr. Gorra informed the Board that alternate one; artificial turf, was rejected due to additional costs and maintenance concerns. Director Vickers stated that concerns of artificial turf

outweigh the poured in place option. Concerns also arise from poured in place as the district has seen seams fail. Seams can fail due to design work which, the district will try to eliminate those issues by choosing to do less design. The district now also has trained staff in poured in place repair. Supt. Gorra reminded the Board that the playground equipment is not included in this bid as the equipment purchase was approved by the Board in August 2023 and the order has been placed due to long lead time. Reference checks on the low bidder were completed by Upland Design and Geneva Park District Staff. Executive Director Vickers stated that district staff was not satisfied with the reference results provided by Upland Design and conducted additional reference checks. All checks were proven desirable. Commissioner Cladis stated that the bids were very close and asked if all companies are capable of doing the work asked. Executive Director Vickers responded stating that experience is required to provide a bid. Commissioner Cladis asked if reference checks were conducted for the other bidders. Executive Director Vickers responded no, stating that many discussions occurred between herself and architect Michelle Kelly and despite the reported reference checks from Upland Design, Ms. Kelly is currently working with the low bidder on two separate projects and is having a positive experience. Commissioner Cladis asked what is the timeline for completion. Executive Director Vickers stated that completion should be this fall. Vice President Moffat made a motion to approve the expenditure of \$2,317,714.00 including alternate two and three, and rejecting alternate one to the low bidder, Copenhagen Construction for the renovation of Mill Creek Community Park. Commissioner Jones seconded. All ayes. Motion carried.

Sunset Pool Concreate Repair

Supt. of Recreation Bortner reminded the Board that in December 2022 staff provided an improvement plan for Sunset Pool which included concrete and deck drain removal and replacement. Staff was able to repair the deck drains in-house at Sunset Pool. There are still some concrete repairs that need to be done. IDPH identified a few locations where trip hazards existed. Post Concrete provided a quote to repair various concrete concerns. Vice President Moffat made a motion to approve the expenditure of \$14,500 to Post Concrete to complete various concrete repairs at Sunset pool on the pool deck. Commissioner Jones seconded. All ayes. Motion carried.

COMMUNICATIONS

Executive Director Vickers reported that staff worked diligently on the 2024-2025 budget. The budget was presented to the Finance Committee on April 10, 2024. Outdoor facilities are preparing to open for the season, including outdoor restrooms. Island Park was closed on April 2, as a safety measure, due to high levels of flooding. President Frankenthal asked the staff if they have noticed the water receding. Supt. Gorra shared that the water level is receding but, very little. Progress continues on the renovation of Stone Creek Mini Golf Hut. Staff is finalizing agreement details in regards to Winding Creek with the intent of taking possession of the property in the near future. Executive Director Vickers stated that she has been in communication with the developer and they are open to allowing the Park District to hold public meetings on their site and working cooperatively together. She reminded the Board that this project will be submitted during the upcoming OSLAD cycle and hope to receive grant funding. Commissioner Cladis asked if the developer seemed to be open to working with the Park District. Executive Director Vickers stated that the individuals she has spoken to have been communicative and great to work with. The playground equipment replacement of Wellington Park is going out to bid. Staff anticipate the overall cost of the project to increase. Staff have also added additional shade structure which will also affect the final cost. Community feedback was received on the Wellington Park playground equipment and staff was able to accommodate those needs by adding monkey bars to the structure. Earth Day Celebration will take place this Saturday at Peck Farm Park. The Fox Valley Special Recreation Association is involved in budget preparations and staff has been reviewing their budget.

FUTURE MEETINGS

GPD Foundation Meeting (Annual and Regular)	May 2, 2024	7:00 PM
Recreation Committee Meeting	May 10, 2024	3:00 PM
Regular and Annual Scheduled Board Meeting	May 20, 2024	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Bortner shared his report. Sunset Dance Company and Angels Cheer Teams have attended two competitions this season. Both teams have preformed well including one Geneva Park District lyrical dancer who earned the Grand Champions award; the highest score of all performers. Staff held their first "Let's Fly a Kite: program at the Northwestern Medicine Cross Country Course. This land is owned by the Forest Preserve and adjacent to Settlers Hills. Staff will continue to explore programmatic opportunities at the location. All Easter Events went very well despite the colder

weather. A girl scout troop filled 6,000 plastic eggs. Earth Day Celebration is scheduled for April 20th in a joint effort with the Natural Resource Committee. President Frankenthal asked if there would be a cost associated with bigger item recycling. Supt. Bortner responded yes. The Spring Talent Show took place on March 26th with 20 performers. The Adult Cabaret was held on April 13th. Sunset Pool's main pool is currently being sand blasted in preparation to be repainted. This project was completed last year and staff were not satisfied with the results. The same company has returned and is completing the work under warranty. President Frankenthal stated he was glad to see the company returned to make it right. Preseason inspections, done by IL Pump, of the pumps at Sunset Pool revealed three pumps needed to be repaired. Those pumps will be repaired and back in place by April 24th. The filter replacement project at Sunset Pool has not begun due to delays by the manufacturer. Staff have been in consistent communication with the architects and contractor. Aquatics staff were presented the StarGuard Elite Five Star Award 2023 at a ceremony held at the Bartlett Park District. Supt. Bortner scheduled the Recreation Committee Meeting for May 10th at 3:00pm and reviewed the BestLife Fitness membership revenue and sales.

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. The Parks Department is looking to fill three Park Maintenance I positions. Trades are working on readying pools, restrooms and facilities for the season. The Sprayground pump room at Moore Park was pressurized on April 13th. Staff have assembled the replacement water wheel for Stone Creek mini golf. A preseason mower meeting was held on April 9th. Early mowing season is handled by long term seasonal and full-time staff. Staff met with Verde Energy Efficiency Experts and Peters Electric to determine feasibility of installing electric vehicle charging stations at both Mill Creek Community Park and SPRC. ComEd has current financial incentives to install charging stations. Staff will look into options with both companies. Supt. Gorra provided an early concept drawing from Kluber Architects for the new mini golf hut layout. Work on the butterfly house continues. The old roof was removed, repair to the wall sill plate and wall sheathing was completed. Framing for the new roof is being fitted. Vice President Moffat asked if the building will be insulated. Supt. Gorra reported that it will not. With the new raised roof, eliminating sun light in, and the wall fan unit will help keep the temperature within the building cool. Additional work has been completed at the Garden Plot parking lot eliminating dust as vehicles travel. Pansies have been planted in select areas around the district. All flowers were produced and grown within the greenhouse. Island Park has been closed since April 2nd due to flooding. Water levels have seemed to crest on April 9th. Vice President Frankenthal asked what the clean up effort will look like. Supt. Gorra replied stating that there will be much debris, and possible fish in low areas.

NEW BUSINESS

Proposed Budget FY 2024 - 2025

Supt. of Finance & Personnel Powell gave a power point presentation of the Proposed Budget FY 2024-2025 that started with our mission statement. Supt. Powell reviewed the calendar in regards to the budget, meetings, drafts, final drafts etc. The finance committee consisting of President Frankenthal and Vice President Moffat reviewed the budget on April 10th. Supt. Powell summarized each section of the budget highlighting various changes made in the budget from last year to this year, as well as, increases/decreases in various funds in this budget compared to last year's budget. Supt. Powell went over the various revenue sources that make up the district's revenue budget, highlighted the many services that district offers, and the breakdown of the tax bill. Supt. Powell shared the list of capital projects for FY 2024-2025. Vice President Moffat asked if there is anyone within the district that we pay less than \$15 per hour. Supt. Powell reported that all employees are at or above \$15 per hour. The Special Recreation Fund summary was covered. President Frankenthal asked who decides the percent increase for FVSRA payments. Supt. Powell stated that FVSRA will provide the recommendation and the districts will approve that amount. With no further questions, Commissioner Jones made a motion to approve the Proposed Budget FY 2024–2025 as presented. Vice President Moffat seconded. A roll call vote was taken. Jones-aye, Cladis-aye, Cullen-aye, Moffat-aye, Frankenthal-aye. All ayes. Motion carried.

Budget and Appropriation Ordinance #2024-02 (Draft)

Supt. of Finance & Personnel Powell highlighted the draft ordinance and reviewed the information with the Board. The ordinance will be presented at a Public Hearing on May 20, 2024 at 7:00 pm and presented for approval at the May 20, 2024 Regular Board Meeting. The budget ordinance will be available for public review for more than 30 days.

Playhouse 38 Lease Agreement

Supt. of Recreation Bortner reported that a lease renewal is required if the Board chooses to keep Playhouse 38 at Stevens Street Properties. Playhouse 38 just celebrated it's 10th anniversary and over the last year the theater has had an increase in participation, productions, rentals, audience members and revenue. Staff went into negotiations knowing that an increase in rent was likely. Playhouse 38's landlord has offered a two-year lease with a one-year extension option along

with a per month sponsorship where the landlord has asked to have the Stevens Street Properties logo added to various marketing. Discussion occurred between the Board and staff in regards to the need of having a dedicated space, other options, utilities, the future of Playhouse 38 and market value of the space. Vice President Moffat made a motion to approve the two-year lease agreement with Stevens Street Properties with the option for an additional one-year option. Commissioner Cullen seconded. All ayes. Motion carried.

ADJOURN

Commissioner Jones made a motion to adjourn the meeting at 8:39 pm. Commissioner Cullen seconded. All ayes. Motion carried.

Secretary

Submitted By: Nicole Vickers / Hannah Sterrick