

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
September 16, 2024
Sunset Community Center / 7:00 p.m.**

CALL TO ORDER

President Moffat called the meeting to order at 7:01 p.m.

ROLL CALL

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

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

Guests: Monika Adamski from Lauterbach & Amen, LLP, and Asst. Supt. of Recreation Kyle Donahue.

Press: None

HEARING OF GUESTS

None.

READING OF MINUTES

Commissioner Cullen made a motion to approve the Regular Scheduled Meeting Minutes of August 19, 2024, as presented. Commissioner Cladis seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the August financial reports. She reported on the investment report that the blended rate continues to increase. We are 33% through the fiscal year and on track with revenue and expenses. Ms. Powell provided expenditures for board commissioner Jay Moffat's attendance at the NRPA conference. Staff have looked at various software solution providers and would like to move forward with Paycom. Ms. Powell shared that Paycom would provide HR and payroll solutions. The district has budgeted an additional \$7,000 for new software and will have to increase maintenance costs at the next budget meeting. Paycom is used by over 30 Illinois park districts and is recommended by many. President Moffat stated he has heard positive feedback and fully supports the implementation of Paycom. Commissioner Cullen made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Jones seconded. All ayes. Motion carried. Commissioner Cladis made a motion to approve the expense of \$2,278.21 for President Moffat to attend the NRPA conference. Commissioner Cullen seconded. A roll call vote was taken. Commissioner Jones – aye, Commissioner Cladis – aye, Commissioner Cullen – aye, President Moffat – aye. All ayes. Motion carried.

APPROVAL OF THE AGENDA

Commissioner Jones made a motion to approve the agenda with the exception of moving the Audit-FY 2023-2024 to Old Business after the appointment and swearing in of the new Board Commissioner. Commissioner Cladis seconded. All ayes. Motion carried.

CORRESPONDENCE

Executive Director Vickers passed around the media binder.

OLD BUSINESS

APPOINTMENT OF TEMPORARY BOARD MEMBER VACANCY

President Moffat asked for a motion for the appointment of a new Board Commissioner. Commissioner Jones made a motion to approve Gabriel Kaven as the new Board Commissioner. Commissioner Cladis seconded. All ayes. Motion carried.

SWEAR IN NEW BOARD MEMBER

President Moffat performed the oath of office and swore in Gabriel Kaven as Park Board Commissioner.

AUDIT FY 2023-2024

Monika Adamski from Lauterbach & Amen, LLP was present and reviewed the FY 2023-24 Audit Report. Ms. Adamski thanked Ms. Powell and the staff for providing information early and clearly to prepare the audit. The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Geneva Park District for its Annual Comprehensive Financial Report for the fiscal year ending April 30, 2024. This is the 13th year that the District has received this prestigious award. A copy of the Management Letter was included in the audit report. The audit presents the financial position and operational results of the District. The income statement was reviewed and discussed. Ms. Adamski highlighted the Management's Discussion and Analysis for the year ending April 30, 2024, and reviewed various pages in the report. Ms. Adamski reviewed and discussed the General Fund, Recreation Fund, and Capital Projects Fund Balances. Commissioner Cullen asked about the deficit note in social security. Supt. Powell responded that the deficit within social security was from the previous year. Ms. Adamski stated that all notes made are reported for two years to identify when a correction has been implemented and fixed. With no further questions, Commissioner Cladis made a motion to approve the Geneva Park District Annual Comprehensive Financial Report for the Fiscal Year ending April 30, 2024, as presented. Commissioner Cullen seconded. All ayes. Motion carried.

STONE CREEK MINI GOLF BUILDING RENOVATION BID RESULTS

Supt. of Parks & Properties Gorra shared that the mini golf building at Stone Creek Miniature Golf Course requires renovation to meet the needs of both patrons and employees. The renovation will include restrooms for both staff and patrons, a shaded outdoor area, air conditioning, additional storage, larger water and sewer lines, new exterior siding, and a new roof. The building will also be brought up to ADA accessibility standards and local building codes. An alternate bid was also proposed which eliminated the seconded public restroom. Commissioner Cladis asked for clarification on the restroom. Supt. Gorra stated that currently there is no restroom in the building. Patrons as well as staff have to leave the mini golf fenced in area to use the restroom at the pavilion. The base bid includes two restrooms. The first restroom is accessible to staff only and the second restroom gives access to course users only. The alternate bid would eliminate the course users' restroom. Commissioner Cullen asked when the project would begin. Executive Director Vickers responded, in October. Supt. Gorra recommended Lite Construction for the renovation. Bee Liner Services withdrew their bid as they did not bid with prevailing wages. Commissioner Cladis made a motion to approve the base bid expenditure of \$564,700 to Lite Construction for the renovation of the Stone Creek Miniature Golf building and reject the alternate bid which eliminates the second bathroom. Commissioner Jones seconded. All ayes. Motion carried.

ISLAND PARK BATHROOM RENOVATION BID RESULTS

Supt. of Parks & Properties Gorra stated that the bathrooms at Island Park need renovation. The proposed renovation will replace the flooring, partitions, fixtures, countertops, and water supply lines. The facility will also be brought up to accessibility standards. An alternate bid was requested to renovate the small unused bathroom within the Island Park pavilion. This bathroom is not accessible to the public. Two bids were received and the low bidder Bee Liner Lean Services withdrew their bid due to underbidding the job. Supt. Gorra recommended Mendel Plumbing & Heating and reject the alternate bid. Commissioner Cladis asked if Mendel completed the bathroom renovation at Wheeler Park. Supt. Gorra responded yes and staff were pleased with the work. Commissioner Jones made a motion to approve the base bid expenditure of \$89,900 and reject the alternate bid to Mendel Plumbing & Heating. Commissioner Cullen seconded. All ayes. Motion carried.

INFIELD RENOVATION AT DON FORNI PARK

Supt. of Park & Properties Gorra stated that work on the Don Forni Park baseball field infield needs to be completed. The renovation includes removing and replacing the infield mix and sod, correcting the overall grade of the field to assure proper

drainage, converting the infield to a “skinned” infield, adding sod to the sidelines of the infield and behind home plate, restoring correct base lengths and positions, adding ball field clay to high use areas, bringing the infield/outfield arc back to standard dimensions, adding additional base anchors, grading and then rolling the field. The park district will supply the ball field infield mix for the project. Two bids were received with Sportsfields Inc. as the low bidder. President Moffat asked what a “skinned” infield was. Supt. Gorra stated that it is an infield with no grass. Commissioner Cladis made a motion to approve the expenditure of \$43,800 to Sportsfields Inc. for the renovation of the Don Forni ball field infield. Commissioner Jones seconded. All ayes. Motion carried.

INFIELD MIX PURCHASE

Supt. of Parks & Properties Gorra stated that the Board will need to approve the purchase of the infield ball mix for the Don Forni Park ball field infield renovation. Mar-Co Clay provides a product known as Washington Mix. This mix has been used at both Mill Creek Community Park ball fields with gratifying results. This mix has proven to have improvements to both performance and looks compared to other mixes. Commissioner Jones asked if this purchase would last the entire season and if so where is it kept. Supt. Gorra shared that extra will be purchased and we have bins at Peck Farm Park for excess mix. Commissioner Cladis made a motion to approve the expenditure of \$21,680 for the purchase of 144 tons of Washington Infield Mix from Mar-Co Clay. Commissioner Jones seconded. All ayes. Motion carried.

COMMUNICATIONS

Executive Director Vickers shared with the Board that previous Geneva Park District Board Member Kay Lovett has passed away. Kay served on the Board for 24 years. Services will be held later this month and the park district will be sending condolences. Mill Creek Community Park renovation continues at a good pace. The only portion of concern as it relates to timing is the delivery and installation of the outdoor restroom. Staff recently attended the Garden Club meeting and luncheon where the park district was presented with a check for Garden Club Park. Executive Director Vickers expressed how lovely it was to see how many people are doing great work in Geneva. Wellington Park is under construction and completion of this park renovation is slated for the end of October. The OSLAD grant for Winding Creek has been submitted. Staff hope to find out the results of the application after the first of the year. The Efficiency Committee will meet before the Board meeting next month at 6:00 pm. The committee will finalize the report and file it with the county. Autumn Fair is scheduled for this upcoming weekend and the Foundation will begin focusing on identifying future projects to fund at the October meeting. A tentative ribbon cutting for Mill Creek Community Park is scheduled for October 26th.

FUTURE MEETINGS

Board Planning Meeting	TBD	TBD	TBD
GPD Foundation Meeting	October 8	7:00 PM	Sunset Community Center
Efficiency Committee Meeting	October 21	6:00 PM	Sunset Community Center
October Board Meeting	October 21	7:00 PM	Sunset Community Center

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. Supt. Gorra is looking to fill the Fleet Manager position. Two parks staff will be attending the annual NRPA conference in October. In-house training continues with newer employees concerning weed control. Folk Fest was held at Wheeler Park due to poor turf conditions at Island Park. Folk Fest was very successful. Commissioner Cladis asked if noise was an issue having the fest at Wheeler Park. Supt. Gorra said no, noise was not reported as an issue. Funding through IDOT for the repair of the turf at Island Park impacted by flooding is not available through the Illinois Trail Enhancement Program. However, obtaining funding for bridge replacement would be an eligible request. The next funding opportunity is in 2026. The historic bridge at the south end of Island Park needs to be replaced. The bridge was closed to vehicle traffic in 2023 and structural engineers recommended, at that time, that the bridge be replaced in five years. Commissioner Cladis asked about the cost to replace the bridge. Supt. Gorra responded \$2M, which reflects inflation. President Moffat asked if Mendel was knowledgeable of Island Park’s bridge limitations for the bathroom renovation. Supt. Gorra stated that Mendel is aware and they will be able to bring their trucks over the north bridge. Work at Mill Creek Community Park continues smoothly. The playground is over 50% installed, the detention area is completed, the curbs have been poured, and the asphalt base for the pickleball courts has been laid. Staff will work to have conduit directionally bored

into the new parking lot for later installation of EV chargers. Commissioner Kaven asked if the EV charging would be free. Supt. Gorra responded that it is yet to be determined.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Bortner reviewed his report. Kids' Zone and Friendship Station Preschool are well underway. Sunset Dance Academy, Angels Cheer and Poms, and Geneva Gymnastics Academy have all started their seasons. Staff will host a new event at Peck Farm Park this holiday season. The event, called Winter Wonder Lights, will be a season-long event that kicks off on December 14th with many activities, crafts, and a visit from Santa. Registration for the kick-off event is only required to visit Santa and the lights will remain on display until January 1st. Commissioner Cullen asked if lights need to be purchased for this event and if they will be LED lights to be mindful of the Dark Sky Initiative. Supt. Bortner responded that lights will need to be purchased and they will be LED. The Sunset Pool filter replacement project has begun and is expected to take 2-3 weeks to complete. The park district's first season of beekeeping has been a successful joint effort between Bob Spelich and Peck Farm Park Manager, Adam Dagley. Supt. Bortner expressed his gratitude toward Mr. Spelich who has provided a great deal of knowledge to Mr. Dagley. The honey jarring process has begun and will be available for purchase in the Peck Farm gift shop. Staff have been working with Terry Emma, at the Geneva History Museum, to develop a history of the park district to be displayed in the entrance hall of the Sunset Community Center. Two productions are currently in rehearsals at Playhouse 38. Adult production, *Murder's in the Heir*, has a cast of 15 individuals, and the youth production, *Attack of the Zombies*, is a non-musical with four shows. Both productions will take the stage mid to late October. Supt. Bortner reviewed BestLife Fitness usage, memberships, and revenue and expenses at both fitness centers. Mini golf revenue and expenses were reviewed, as well as, final expenses, revenues, and usage at both pools.

NEW BUSINESS

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 162 accident reports were filed for patrons versus 157 filed the previous year. Eight employee accident reports were filed this year versus 17 the previous year and one property report and three vehicle accident reports were filed this year versus zero 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 2023-2024. This is the program's 15th year. Ms. Wales reviewed the enrollment history. She stated the year ended with 369 unique participants and reviewed the revenues and expenses. Ms. Wales stated that our fees remain competitive with neighboring districts. Fees were increased by 5% to cover rising costs. Kids' Zone staffing was the most difficult challenge. Full-time staff was able to step in and fill those vacancies, but recruiting, hiring, and retaining quality staff remained the focus. Ms. Wales stated that computer use was allowed for the first time in a couple years during Kids' Zone during the 2023-2024 school year. Screen time management did become a concern and adjustments have been made again for the 2024-2025 school year. Commissioner Cladis asked if staff has received pushback from parents who want computer use. Supt. Bortner replied that we have received pushback from each side. Recommendations for the upcoming fiscal year were shared. Commissioner Cullen made a motion to approve the 2023-2024 Kids' Zone Board Report and the 2024-2025 recommendations as presented. Commissioner Jones seconded. All ayes. Motion carried.

ADJOURN

Commissioner Jones made a motion to adjourn the meeting at 8:46 p.m. Commissioner Cladis seconded. All ayes. Motion carried.

Secretary

Submitted By: Nicole Vickers / Hannah Sterricker