

GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES

June 17, 2019

7:00 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:02 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Vice President Frankenthal, Commissioner Lenski, Commissioner Moffat and President VanderVeen all answered present.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp, Manager of Peck Farm Park Trish Burns, SPRC Facility Manager Elliott Bortner & Recreation/Aquatic Supervisor Sarah Sielisch. Supt. of Finance & Personnel Christy Powell was absent.

Guests: None

Press: None

HEARING OF GUESTS

Supt. of Recreation Nicole Vickers, congratulated and thanked Executive Director Sheavoun Lambillotte for 20 years of service. Executive Director Sheavoun Lambillotte thanked the Board and staff for the many years of support.

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Public Hearing Meeting, Regular Scheduled Meeting and Annual Meeting of May 20, 2019 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Executive Director Sheavoun Lambillotte read a report from Supt. of Finance & Personnel Christy Powell in her absence. The report stated that the investment portfolio is holding steady at 2.55%, however, we have seen small declines in CD rates and money market rates have decreased. The first month of the new fiscal year is on track. The District has received a small real estate tax distribution in May with the larger first installment payment received last week in June. Commissioner Moffat made a motion to approve the Treasurer's Report and Supt. of Finance's Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

Press clippings from this past month were passed around.

Letter from a resident was read and discussed between staff and board members regarding the condition of Wheeler Park. Staff will attempt to address concerns and follow up with the resident.

Commissioner Cullen spoke about a few items she noticed at Wheeler Park. Some of those items included Disc Golf boundaries, bathroom improvements and one of the playgrounds has a poured in place rubber safety surface that is missing. Staff is meeting out at Wheeler Park later this week to address the concerns.

### STAFF PRESENTATION

Recreation/Aquatic Supervisor Sarah Sielisch gave a presentation on various changes made to pool operations.

### OLD BUSINESS

None

### COMMUNICATIONS

Director Sheavoun Lambillotte shared her excitement to have Brynn Pattermann join the Park District team stating that she has already made a significant impact in her short time with us.

Director Sheavoun Lambillotte discussed a slew of activity at the end of the legislative session in Springfield resulting in 2019-20 OSLAD Grant Funding totaling \$29M, PARC Grant Funding totaling \$350M and \$45B allocated to the “Rebuild Illinois” Capital Bill. Staff has begun reviewing our district’s capital improvement plan and infrastructure needs to determine whether we can take advantage of any of these new grant funding opportunities.

Director Sheavoun Lambillotte informed the board that staff has been taking many requests from residents and soccer groups looking for field space. Affiliate field use has been on the decline for a number of years and staff is investigating how we might make some of our soccer fields available for rent while still fully servicing our present affiliates.

Director Sheavoun Lambillotte mentioned again that staff have been working hard to get baseball fields playable during our extremely wet May. New staff members are working on field maintenance this year and are working with an entirely new leadership team at the GBA. Staff are working toward better communication with GBA and their membership and partnering with them to solve any communication and/or field maintenance issues that exist.

Director Sheavoun Lambillotte spoke about the popularity of pickle ball. Staff is considering presenting the board a proposal to permanently convert one tennis court at Mill Creek to pickle ball.

Director Sheavoun Lambillotte stated that summer facility openings and summer programs have gotten off to a great start. The weather has not been our friend so far and we will likely see less visitation for May/June as a result.

Director Sheavoun Lambillotte informed the board that the District had its first meeting with Upland Design to look at possible designs for the new library park.

Director Sheavoun Lambillotte discussed information from a meeting that was held with the School District to discuss the future of the Friendship Station Pre-School location as well as a possible timeline for the Fourth Street Park playground replacement. The School District explained that the current arrangement for the Pre-School location runs through 2026. After 2026, the School District will work with us to increase the agreement in 5 year increments.

Director Sheavoun Lambillotte also mentioned that with a change in Illinois law, the Prevailing Wage ordinance no longer needs board approval.

### STAFF REPORTS

### SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. She highlighted on the summer programs and events. Supt. Vickers gave kudos to her staff for the successful opening of both pools and recognized them for their dedication and hard work. Vickers also mentioned that the new sprayground is up and running and has been very successful and popular among residents. Another event Vickers noted was a cookout at Jaycees Park that brought roughly 200 people. Fitness centers are starting off strong for the first month of the fiscal year. Mini-golf numbers are slightly down from last year due to a very rainy start to the summer. Supt. Nicole Vickers reviewed the Sunset and SPRC reports.

### MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. V3 has been working on removing invasive plants on the south side of Peck Farm. Camp registration has increased again this year. More camp counselors are being hired to support the large amount of campers. The Butterfly House has been very busy despite the rainy weather. The Peck Farm House is celebrating their 150<sup>th</sup> year on June 29<sup>th</sup>, 2019.

### SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. Staff has been very busy with opening the seasonal facilities. The restrooms at Peck Farm are complete and open. Supt. Culp mentioned that Clover Hills is complete. Staff has completed planting 10 trees. Vice President Frankenthal inquired more about the PubWorks system that is currently being implemented. Supt. Culp explained that PubWorks will allow staff to put in work requests as any issues arise that need to be addressed. Supt. Culp explained how this will help to make staff more efficient.

### NEW BUSINESS

#### SUNSET PHASE II HVAC – ROOF BID RESULTS

Staff recommends the Board of Commissioners approve the bid from Malcor Roofing of Illinois. This bid was sent out and four contractors submitted. Malcor Roofing of Illinois came in as the low bid. Commissioner Moffat made a motion to approve the bid from Malcor Roofing of Illinois, Inc. in the amount of \$653,000 to complete the Phase 2 roofing/HVAC replacement for the Sunset Community Center. Commissioner Lenski seconded. All ayes. Motion carried.

#### PLAYHOUSE 38 ANNUAL REPORT

Facility Manager Elliott Bortner presented the annual Playhouse 38 report and recommendations. Commissioner Moffat asked about the dollar amounts for overall revenue and expenses. After some discussion, Commissioner Moffat made a motion to approve the annual report for Playhouse 38 and the recommendations contained within. Vice President Frankenthal seconded. All ayes. Motion carried.

#### 3 SIDED BARN – SIDING REPLACEMENT

Manager of Peck Farm Trish Burns discussed that the 3-Sided Barn is in need of some restoration work. The siding has rotted due to exposure to moisture and air. Staff received two quotes. RM Construction was the lowest quote. The quote presented was for: \$14,200 plus option #1 for painting at \$4,200 for a total of \$18,400. Commissioner Lenski made a motion to award the work needed for the 3-Sided Barn for the Siding Replacement to RM Construction in the amount of \$18,400. Vice President Frankenthal seconded. All ayes. Motion carried.

#### GROUP FITNESS PUNCH PASS – RECOMMENDATION

Supt. of Recreation Nicole Vickers discussed the benefits of a Drop In/Punch Card Pass and how staff plans to implement the program. Supt. Nicole Vickers recommends introducing a punch card pass (10 punches) in the amount of \$65 and one time drop-in cost of \$8 for all BestLife members. Both options are priced at a premium in comparison to the cost associated to traditionally registering for a group fitness class (\$5.00 per class, on average). The punch card would be valid for all traditional 60-minute group fitness classes, and would exclude functional fitness programs and premium yoga programs. Commissioner Lenski asked a few questions about how the instructors would handle the extra people in classes. Supt. Nicole Vickers explained how they plan to implement and that they will introduce the punch pass slowly. After some discussion,

Commissioner Moffat made a motion to approve the punch card pass. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Commissioner Moffat made a motion to enter into Executive Session for the purpose of Personnel discussion at 9:03 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

The board returned from Executive Session at 9:24 p.m. Commissioner Moffat made a motion to approve an annual salary increase for the Executive Director of 2.5% effective May 1, 2019 and a one-time .5% bonus. Vice President Frankenthal seconded. All in favor.

ADJOURN

Commissioner Cullen made a motion to adjourn the meeting at 9:24 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann