

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
March 16, 2020
7:00 p.m.**

CALL TO ORDER

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

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Commissioner Lenski (remote), Commissioner Moffat and President VanderVeen all answered present. Vice President Frankenthal was absent.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp, Supt. of Finance & Personnel Christy Powell and Manager of Peck Farm Park Trish Burns.

Guests: None

Press: None

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of February 17, 2020 and the Personnel & Policy Committee Meeting of March 6, 2020 as presented. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner 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

Superintendent of Finance & Personnel Christy Powell reviewed the February financial reports. Ms. Powell highlighted on the investment report. She stated that the expenditures are down which can be expected due to the upcoming audit transfer. We obtained 5 CD's with a 1.5% return rate. Commissioner 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

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

CORRESPONDENCE

Press clippings were passed around for the board to review.

OLD BUSINESS

None

COMMUNICATIONS

Staff plans to attend the 2020 Legislative Reception and Conference on April 28-29 in Springfield, if it is not cancelled. If any Board members would like to attend, please let us know.

Executive Director Lambillotte stated that due to the rapidly evolving developments in regards to COVID-19 (Coronavirus) and recent guidelines set forth from local, state and federal governments, the District cancelled all programs through Spring Break. All programs will remain cancelled and facilities will remain closed through April 5th. She stated the current situation is very fluid and can change daily as new information and regulations come forth. The District plans to assess different options for staff in regards to their work schedules during this time. Board members and staff members that were present shared their thoughts and concerns. Commissioner Moffat suggested meeting again on April 2nd to review and prepare for any upcoming changes as information develops with the Coronavirus.

Construction will soon begin on our spring playground replacements at Bricher, Fourth Street and Library Park. We hope to have our two parks completed by Memorial Day weekend and Library Park completed when the site becomes available.

The Geneva Park District Foundation partnered with the City of Geneva’s Natural Resource Committee on this year’s Wine, Cheese and Trees event. It was a successful fundraiser for both organizations and we look forward to continuing the partnership.

Staff is finalizing the 2020/21 proposed budget and will present it to the Finance Committee on April 14th at 3:30pm for review, (Pat Lenski & Jay Moffat) followed by a presentation to the full Board on April 20th.

FUTURE MEETINGS

GPD Foundation Meeting (Regular)	TBD	TBD
Regular Scheduled Board Meeting	April 20	7:00 PM
Finance Committee Meeting (Pat Lenski & Jay Moffat)	April 14	3:30 PM
Recreation Committee Meeting (TBD)	TBD	TBD

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers stated that she would answer any questions the Board may have in regards to her report. She highlighted the recent Mom & Son Night event, which had over 450 participants. Our current BestLife Fitness marketing campaign numbers were reviewed and usage at both fitness centers were discussed.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns stated that she would answer any questions in regards to her report. She noted that the paths and trails out at Peck Farm have been busy. The upcoming Earth Day event is still scheduled for April 25th at Peck Farm. Staff plans to monitor details as time gets closer to the event.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. Mr. Culp reported that the ice rinks are now closed and staff is preparing for spring. Staff is busy in the greenhouse sewing thousands of plants a day. President VanderVeen inquired about the Hot Wheels Hotel and Race Track that the Parks Department completed for the Recreation Department. Supt. Culp stated the Parks Department works on a winter maintenance list each year which is designed for other departments to utilize the parks staff’s talents. The Hot Wheels Hotel and Race Track were built for kid’s to use for storage and play during their time in our programs.

NEW BUSINESS

CONTRACTED MOWING SERVICES BID RESULTS

The bid results for contractual mowing services at 27 park locations for this fiscal year were shared with the Board. Seven bids were submitted with Accurate Edge providing the lowest bid. Commissioner Moffat made a motion to approve the mowing contract to Accurate Edge in the amount of \$57,527.01 plus alternates, as mowing demand warrants, not to exceed a total of \$62,000 for contractual mowing services during the 2020-2021 fiscal year. Commissioner Lenski seconded. All ayes. Motion carried.

SUNSET SIGN REPLACEMENT PROPOSAL

The entrance sign at Sunset is in very poor condition and is not a positive representation of the District. We have budgeted to replace the sign. Staff will also reach out for comments from residents and the City of Geneva prior to installation. Vice President VanderVeen asked about the time frame for the sign replacement and also suggested asking the sign company to include a warranty. Executive Director Lambillotte expressed that the District will reach out to the City of Geneva and the residents for input before we start the project, so it may take some time. The Board would like to move forward in pursuing Sign Option #2 for the new Sunset Sign Replacement.

PARK SIGN REPLACEMENT PROPOSAL

Supt. of Parks and Properties Culp reviewed his memo proposing to change the material and design of our park signage. He explained how time consuming our current process is and also went over the cost savings. Staff reached out to several companies for pricing and Lake Country Corporation was able to offer the District the best price of \$568.89 per sign. An additional cost for new posts and hardware is approximately \$140, estimating the total sign cost at approximately \$700 each. After some discussion, Commissioner Moffat made a motion to approve the new sign design with white posts from Lake Country Corporation for the first seven signs to be replaced and not to exceed \$700 each this fiscal year and to budget to have all signs replaced within 3 years. Commissioner Cullen seconded. All ayes. Motion carried.

SPRING LANDSCAPE CLEANUP BID RESULTS

The bid results for contractual spring landscape cleanup services at 13 park locations for this fiscal year were shared with the Board. Four bids were submitted with Apex Landscaping providing the lowest bid. Commissioner Moffat made a motion to approve the contractual spring landscape cleanup contract to Apex Landscaping in the amount of \$23,814.00. Commissioner Cullen seconded. All ayes. Motion carried.

LIBRARY PARK BID RESULTS

Executive Director Lambillotte reviewed the bid results for Library Park and recommended that the low bid from Innovation Landscape Inc be accepted. President VanderVeen and Commissioner Moffat suggested frequent site visits during the renovation to ensure that the project stays on schedule. Executive Director Lambillotte stated that the District is confident with the decision to move forward with Innovation Landscape Inc. Commissioner Moffat made a motion to approve the low bidder, Innovation Landscape Inc., out of Plainfield, IL in the amount of \$208,873.65. Commissioner Cullen seconded. All ayes. Motion carried.

PERSONNEL POLICY COMMITTEE RECOMMENDATIONS

Executive Director Lambillotte noted that the Personnel Policy Committee met on March 6th and staff has prepared recommendations for salary and wage increases for the Board to review in Executive Session.

EXECUTIVE SESSION

At 8:28 p.m. Commissioner Moffat made a motion to go into Executive Session to discuss personnel. Commissioner Cullen seconded. All ayes. Motion carried.

The Board returned to the regular meeting at 9:10 p.m.

PERSONNEL POLICY COMMITTEE RECOMMENDATIONS

The Personnel and Policy Committee (Susan VanderVeen & Pat Lenski) met on March 6 to discuss recommendations for full-time salary and wage proposals in preparation of the 2020-21 budget. Staff provided 2019 accomplishments, a proposed organizational chart, proposed full-time salary ranges and proposed wage recommendations for board review. Commissioner Moffat made a motion to approve the organizational chart; full-time salary and wage ranges; a full-time average merit increase of 3.27% along with three professional salary adjustments totaling \$10,432. Commissioner Cullen seconded. All ayes. Motion carried.

ADJOURN

Commissioner Cullen made a motion to adjourn the meeting at 9:11 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann