

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
March 15, 2021  
7:00 p.m.**

CALL TO ORDER

President Susan VanderVeen called the meeting to order at 7:13 p.m.

ROLL CALL

President VanderVeen called for the roll. Vice President Frankenthal (remote), Commissioner Lenski (remote), Commissioner Moffat (remote) and President VanderVeen (remote) all answered present. Commissioner Cullen (remote) joined the meeting at 7:54 p.m.

Staff members present were Executive Director Sheavoun Lambillotte (remote), Administrative Assistant Brynn Pattermann (remote), Supt. of Recreation Nicole Vickers (remote), Supt. of Parks & Properties Jerry Culp (remote) and Supt. of Finance & Personnel Christy Powell.

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen asked for a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing [bpattermann@genevaparks.com](mailto:bpattermann@genevaparks.com) or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Moffat made a motion to approve and adopt the temporary public comment rule. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

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 15, 2021 and the Personnel & Policy Committee Meeting of March 11, 2021 as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat made a motion to approve the claims and accounts as presented. Commissioner Lenski seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four 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 the District remains on track with the COVID projections. Due to the financial challenges PDRMA agencies have experienced since the start of the pandemic, PDRMA sent all health member agencies a check for a portion of the Health Program's net position. The Park District received a check in the amount of \$18,573.05 from PDRMA. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Vice President Frankenthal seconded. A

roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

APPROVAL OF THE AGENDA

Vice President Frankenthal made a motion to approve the agenda as presented. Commissioner Moffat seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

CORRESPONDENCE

Executive Director Lambillotte stated that correspondence was included electronically in the packet for review. One article included information about a recent class that the District held in Raising Backyard Chickens.

**OLD BUSINESS**

None

COMMUNICATIONS

The Illinois Association of Park District’s 2021 Legislative Reception and Conference is scheduled for May 4-5. IAPD is in the process of determining whether it will be held virtually or in-person.

With Illinois moving to Phase 4 mitigations, staff recommends moving Board Meetings back to in-person beginning in May.

Staff continues to communicate with the Kane County Health Department in an effort to get our public employees, school teachers and day care providers vaccinated.

Staff is preparing to apply for Distinguished Agency Accreditation this year. It is a lengthy and comprehensive process but is integral in keeping up with best practices as they relate to exemplary park and recreation operations.

Please mark your calendars for April 24<sup>th</sup>, as we will be cutting the ribbon for the Peck Farm North Trail, along with an Earth Day celebration at Peck after, and a tree planting event. All pertinent constituents along with all of our legislators will be invited.

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

Staff has completed annual evaluations, as well as, salary surveys and recommendations for the upcoming budget year.

The District was approached about a certain parcel of land near Sandholm Park that may be available for purchase. Staff is reviewing details surrounding the parcel of land and will update the Board next month.

Staff is finalizing the 2021/22 proposed budget and will present it to the Finance Committee on April 8<sup>th</sup> at 3:00pm for review, (Jay Moffat & Susan VanderVeen) followed by a presentation to the full Board on April 19<sup>th</sup>.

FUTURE MEETINGS

|  |          |         |
|--|----------|---------|
| GPD Foundation Meeting (Regular)                             | March 23 | 7:00 PM |
| Finance Committee Meeting<br>(Jay Moffat & Susan VanderVeen) | April 8  | 3:00 PM |

Regular Scheduled Board Meeting  
Recreation Committee Meeting  
(TBD)

April 19  
TBD

7:00 PM  
TBD

## **STAFF REPORTS**

### SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Spring registration has begun, with resident registration having started on March 9<sup>th</sup> and non-resident registration beginning March 16<sup>th</sup>. The brochure did not include an Aquatic portion as staff is awaiting further guidance from IDPH as it relates to operations surrounding COVID. Staff plans to release additional publications in regards to Aquatic offerings as more details become available. Easter events are on the horizon, a variety of COVID related safety protocols will be put in place to ensure everyone's safety. An Earth Day celebration will be held on April 24<sup>th</sup>, including a ribbon cutting and tree planting at Peck North Trail, followed by activities at Peck Farm Park which will include recycling opportunities. Staff is focusing on a plan as we anticipate school could return to a 5-day in-person school week. Preparations for opening seasonal facilities such as Sunset and Mill Creek Pools, Stone Creek Miniature Golf and the Butterfly House are underway. Stone Creek Miniature Golf held a "pop-up" event the weekend of March 6-7 that accommodated nearly 400 participants! Stevens Street Properties has granted the District rent relief for Playhouse 38 due to the effects of the pandemic. Staff continues to focus on recruitment of new members through a variety of campaign efforts. BestLife Fitness marketing campaign numbers were reviewed and usage, memberships, and revenue and expenses at both fitness centers were discussed.

### 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. Staff inspected first aid kits in trucks and restocked supplies. Trucks and trailers completed the safety test lane inspections and equipment is being inspected for spring. Staff has removed tennis practice boards from courts and is working on repairs. A lift was rented to prune upper branches in mature trees at Wheeler Park. Bids for the Parks Mowing and Landscape Cleanup have been opened and results will be shared later in the meeting. Staff cleared snow and ice from the Stone Creek Mini Golf greens, tees and walks for weekend "pop-up" days. The Recreation staff trained and re-certified the Parks staff in First Aid and CPR. Staff has scheduled Fire Extinguisher Training for all staff on April 8<sup>th</sup>, the Board is invited to attend. Staff is painting shutters from window replacements in the Peck Farm House. Finished installing fiber optic cable from the Peck House to the shop. Ordered material to replace the roof on the Butterfly House's south entry. The interpretive signs for Peck North have been ordered and contractor will install when delivered. Vice President Frankenthal asked if this would be complete by the Ribbon Cutting at Peck North Trail and the Earth Day Celebration. Director Lambillotte stated that the District anticipates that signage will be complete and installed by then. Staff placed an order for another 50 trees to establish the Oak Savannah at Peck North. The trees will be planted as part of Earth Day.

## **NEW BUSINESS**

### POLICY MANUAL UPDATES

Executive Director Lambillotte stated that as a matter of housekeeping, department heads & staff have all reviewed the following to include more accurate information of current procedures: Board, Full-Time Personnel, and the Part-Time and Short-Term Personnel Policy Manuals. Commissioner Moffat made a motion to approve the Board, Full-Time Personnel, and Part-Time and Short-Term Personnel Policy Manuals as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

### CONTRACTED MOWING SERVICES BID RESULTS

The bid results for contractual mowing services at 25 park locations for this fiscal year were shared with the Board. Seven bids were submitted with Accurate Edge providing the lowest bid. Vice President Frankenthal inquired about locking in prices for a multi-year contract in hopes of getting a better price. Supt. Culp stated

that the District does include a section for companies to bid multi-years at a time, however there has not been a quoted price the District feels that would warrant not going out to bid each year. Commissioner Moffat made a motion to approve the mowing contract to Accurate Edge in the amount of \$59,080.00 plus alternates, as mowing demand warrants, not to exceed a total of \$61,720 for contractual mowing services during the 2021-2022 fiscal year. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four 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. There were 9 plan holders that showed interest, however only one bid was submitted by RLS Company out of Elburn, IL in the amount of \$36,550.00 plus alternates, as landscape cleanup warrants, not to exceed a total of \$44,910.00. RLS Company has done quality work for the District in the past. Staff would recommend awarding the bid to RLS Company for the 2021-2022 fiscal year in the amount of \$36,550. Commissioner Moffat made a motion to approve the contractual spring landscape cleanup contract to RLS Company in the amount of \$36,550.00. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-absent, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

INTERGOVERNMENTAL AGREEMENT – ELM STREET PARK

Commissioner Moffat made a motion to approve the Elm Street Park Intergovernmental Lease Agreement between the Park District and City of Geneva for an additional 15 years as presented. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

MINI GOLF LANDSCAPE ARCHITECT SERVICES CONTRACT

Executive Director Lambillotte discussed details about the Landscape Architect Services for the Stone Creek Mini Golf Hut Renovation. Staff has been preparing to get this project shovel ready should grant funding become available. The contract includes a prefab building design that staff believes will be a more economical solution for the aging structure. Staff recommends a motion to approve the contract from Upland Design in the amount not to exceed \$29,800. We may, after review of the final plans, take on the construction observation/administration portion of the contract which would save the District \$12,000. After some discussion, Commissioner Moffat made a motion to approve the contract from Upland Design as presented. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

SUNSET RACQUETBALL & FITNESS CENTER ARCHITECT SERVICES CONTRACT

Executive Director Lambillotte discussed details about the Architectural Services for the Sunset Racquetball and Fitness Center renovation project. Initially, a proposal was submitted and reviewed for the entire project that had a total construction cost of approximately \$5M. That included demolition of the racquetball courts, renovating the fitness center with additional square footage and an outdoor fitness area, rebuilding the garage and construction of a new multipurpose gymnasium. After reviewing the cost for architectural services (upwards of \$300,000) staff decided to pursue a phased approach. Phase One Option 4A and Phase Two Option 4B were included for reference and review. That contract is included in your packet. The initial cost to begin to prepare the construction documents necessary to be shovel ready should grant funding become available is \$132,500. In order to continue with this process, staff would need a motion to approve the proposal from Williams Architect in the amount of \$132,500. Staff would come back to the Board should we decide to pursue the next phase of the project at a cost of \$203,100. After some discussion, Commissioner Moffat made a motion to hold off on approving the proposal from Williams Architect and suggested staff and Board revisit the renovation project later in the year. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

PERSONNEL POLICY COMMITTEE RECOMMENDATIONS

The Personnel and Policy Committee (Susan VanderVeen & Bre Cullen) met on March 11<sup>th</sup> to discuss recommendations for full-time salary and wage proposals in preparation of the 2021-22 budget. Staff provided a proposed organizational chart, proposed full-time and part-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; part-time/seasonal salary and wage ranges; full-time salary and wage recommendations with a full-time average merit increase of 2.45% along with two professional salary adjustments and two promotions. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

EXECUTIVE SESSION

It was determined that no Executive Session was needed.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:21 p.m. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

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Secretary, Board of Commissioners  
Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann