

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
August 16, 2021
7:00 p.m.**

CALL TO ORDER

Vice President Moffat called the meeting to order at 7:17 p.m. This meeting was held at the Peck Farm Park Orientation Barn.

ROLL CALL

Vice President Moffat called for the roll. Commissioner Cullen, President Frankenthal (remote via telephone), and Vice President Moffat all answered present. Commissioner Lenski and Commissioner Vanderveen were absent.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Carl Gorra and Supt. of Finance & Personnel Christy Powell.

Guests: None

Press: None

HEARING OF GUESTS

None

READING OF MINUTES

President Frankenthal made a motion to approve the Regular Scheduled Meeting Minutes of July 19, 2021 as presented. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

President Frankenthal 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 July financial reports. In regards to the revenue and expenditures financial report, we are 25% of the way through the year. Ms. Powell reviewed the costs associated with our bank fees. The audit is complete and will be presented to the board in September. President Frankenthal 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

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

CONSENT AGENDA ITEMS

Vice President Moffat stated that the Consent Agenda Items from the July 19th Meeting will be voted on and reviewed next month along with the Consent Agenda Items from tonight's meeting as there is not an in-person quorum tonight.

CORRESPONDENCE

None

OLD BUSINESS

ADA COORDINATOR APPOINTMENT UPDATE

Executive Director Lambillotte stated that with the departure of our ADA Coordinator, the District needs to appoint a new ADA Coordinator. Staff recommends appointing Operations and Safety Manager Ken Kerfoot as the ADA Coordinator. President Frankenthal made a motion to approve Ken Kerfoot as the new ADA Coordinator. Commissioner Cullen seconded. All ayes. Motion carried.

ISLAND PARK DRAINAGE UPDATE

Executive Director Lambillotte reported that the District has secured a grant for \$100,000 and work has begun on the drainage at Island Park. Staff attended a kickoff meeting with Engineering Resource Associates, Inc (ERA) on the project and construction drawings are being prepared.

COMMUNICATIONS

Staff has researched all files and documentation in attempt to obtain information on the VITA Course at Marjorie Murray Park. No evidence was found in regards to the Park District being responsible for the upkeep of the VITA Course. Executive Director Lambillotte added that the course was recently painted and appears to be in decent condition for the age of the park.

Annual maintenance and a thorough cleaning of the Sunset Community Center and Stephen D. Persinger Recreation Center will be underway soon. With the facilities being closed for a long period of time last year, staff has shortened our closing to 2 days at each facility.

The Peck Farm ballfield play structure project will go out to bid on August 25th, with construction set to begin October 1st. That date may be delayed based on lead time of shipping the equipment which has been slowed by supply chain issues related to COVID.

A date for the Capital Planning Meeting needs to be set in October.

The kick off meeting for the start of the ADA Transition Plan was last month and work has begun on the process. Staff has had multiple meetings with Mark Treiglaff of ACTServices, Inc. to learn and provide input regarding ADA accessibility to our facilities and parks. Reports will be shared at the September Board Meeting.

A meeting was held with Upland Design and a resident in regards to All-Inclusive or “Universally Designed” Playgrounds. This would include choosing an appropriate site and putting together a committee of residents with special needs family members to provide input. Designs and cost estimates would be prepared for Board review. After some discussion, the Board concluded that this would be a fantastic opportunity and that staff move forward with researching and planning for the incorporation of an All-Inclusive Playground.

Work continues on our Distinguished Agency Review. We are on track to have our formal review in September/October, with accreditation being awarded to the District at the IPRA Conference in January 2022.

A Park District Foundation Autumn Fair planning meeting is scheduled for tomorrow to continue preparation for the event on September 18th. Board members are encouraged to volunteer and attend the event.

FUTURE MEETINGS

GPD Foundation Meeting-Autumn Fair	August 17	7:00 p.m.
GPD Foundation	September 9	7:00 p.m.
GPD Board Regular Meeting	September 20	7:00 p.m.

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. All full-time and permanent part-time positions have been filled. Seasonal staff are slowly leaving to return to school. Plans for the drainage improvements to Island Park are

being readied by Engineering Resource Associates. Staff removed 53 tree stumps at Wheeler Park and turf restoration has begun. A significant portion of the Fox River Trail has been pruned back allowing to keep the path as wide as possible. Staff met with Jay Womack from the GPD Foundation in regards to collaborating on improvements to be made to Sandholm Park. Executive Director Lambillotte added that the Foundation has given \$4,000 to be used towards this project. Hydrangea vines have been planted on the trellis framework at Sandholm Park. Last month staff attended a training on the use of the laser grader. Staff has begun laser grading ballfields to improve drainage and durability. Staff has worked in conjunction with Geneva Baseball to identify projects needed to improve ballfields. One of the projects identified was the South Street South Baseball Field. Plans are underway to renovate the infield yet this year. Prairie seed harvesting continues in cooperation with the Kane County Forest Preserve. Preparations are underway for the upcoming Autumn Fair Event. Painting of the Island Park Pavilion is complete.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Fall program registration began on August 10th with non-resident registration taking place August 17th. BestLife Fitness at Sunset and SPRC will have abbreviated shutdowns to perform deep cleaning and maintenance projects. Camps have ended for the summer. Pre-school is preparing for the upcoming school year and will follow the mask mandate as set forth by the governor. Summer events have ended for the season. Attendance remained steady despite some weather challenges. Executive Director Lambillotte added that there were many comments and compliments in regards to concerts being held at SPRC. Staff will discuss locations for next year's concerts. The Hustle S'More is slated for September 25th; staff has added a 10k course this year. Currently we are encouraging all people (vaccinated, or not) to wear a mask indoors especially in public hallways and restrooms. Children, under the age of 12 who are unvaccinated, must wear a mask indoors at all times (as do their instructors). Staff continues to monitor all guidance and will make necessary adjustments. Mill Creek pool closed for the season on August 15th. Sunset pool is slated to close on Labor Day, Sept 6th; reduced evening hours will begin on August 18th. Moore Park and Hawks Hollow spray ground will remain open until Labor Day. The aquatic staff successfully completed all three annual safety audits – scoring 5 stars on all 3 audits!! Stone Creek Mini Golf will be transitioning to weekend-only hours beginning August 20th. The Butterfly House welcomed over 6,500 visitors in the month of July. The Butterfly House will be closing for the season in conjunction with Autumn Fair on September 18th. BestLife Fitness usage, memberships, and revenue and expenses at both fitness centers were discussed.

NEW BUSINESS

RESIGNATION OF BOARD MEMBER – SUSAN VANDERVEEN

Executive Director Lambillotte reported that Susan VanderVeen tendered her resignation from the Board effective September 20th, 2021. Susan has served on our Board since 1999. Mrs. Lambillotte expressed her gratitude for Susan's dedicated service to the community for the past 22 years. Discussion was had in regards to filling Susan's temporary seat. Executive Director Lambillotte added that there will be a small reception in honor of Susan's service held on September 20th at Peck Farm Park.

AUDIT TRANSFER – RESOLUTION #2021-05

Supt. of Finance & Personnel Powell stated that at the end of each fiscal year, the District transfers a portion of any surpluses remaining for the year from the General and Recreation Fund to the Capital Fund in the form of an Audit transfer. She then reviewed the breakdown of the \$1,000,000 transfer highlighting different projects the funds will be used for with the remaining funds going into the individual funds' respective fund balance. Commissioner Cullen made a motion to approve the Audit Transfer Resolution #2021-05 authorizing transfer of unexpended funds. President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal (remote)-aye, Lenski-absent, Moffat-aye and VanderVeen-absent. Three ayes. Motion carried.

SURPLUS PROPERTY DISPOSAL RESOLUTION #2021-06

The resolution grants the Park District formal permission to dispose of surplus property. The property is often traded in for replacement vehicles or equipment, auctioned off, recycled or simply disposed of. Mrs. Powell added that due to COVID-19, there was a minimal number of surplus items this year. Commissioner Cullen made a motion to approve the Surplus Property Disposal Resolution #2021-06 as presented. President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal (remote)-aye, Lenski-absent, Moffat-aye and VanderVeen-absent. Three ayes. Motion carried.

AUDIT PROPOSAL

Supt. of Finance & Personnel Powell reviewed the proposal for auditing services for the next three fiscal years including the fees associated with the services. Lauterbach and Amen have not increased the pricing for the next three years. Mrs. Powell added that the District has used Lauterbach and Amen since 2010. With no questions, Commissioner Cullen made a motion to approve the Audit Proposal from Lauterbach and Amen for the next three fiscal years. President Frankenthal seconded. All ayes. Motion carried.

PAVING BID RESULTS

Supt. of Parks & Properties Gorra reviewed the project details and bid results for the 2021 Paving Projects recommending that the bid from Chicagoland Paving be accepted. The project went out to bid in July and was sent out to several providers with 9 bids received. Commissioner Cullen made a motion to approve Chicagoland Paving's bid in the amount of \$130,000.00 as presented. President Frankenthal seconded. All ayes. Motion carried.

SEALCOATING BID RESULTS

Supt. of Parks & Properties Gorra reviewed the project details and bid results for the 2021 Sealcoating Projects recommending that the bid from Chicagoland Paving be accepted. The project went out to bid in July and was sent out to several providers with 2 bids received. Mr. Gorra added that sealcoating helps to increase the life expectancy of paved areas. Commissioner Cullen made a motion to approve Chicagoland Paving's bid in the amount of \$48,222.80 as presented. President Frankenthal seconded. All ayes. Motion carried.

ADJOURN

President Frankenthal made a motion to adjourn the meeting at 8:08 p.m. Commissioner Cullen seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann