

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
September 20, 2021  
7:00 p.m.**

**CALL TO ORDER**

President Frankenthal called the meeting to order at 7:00 p.m.

**ROLL CALL**

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

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Carl Gorra, Supt. of Finance & Personnel Christy Powell, Assistant Supt. of Recreation Elliott Bortner, Facility Manager Joey Kalwat and Recreation Supervisor Kelly Wales.

Guests: Don Shaw from Lauterbach & Amen, LLP. and Mark Trieglaff from ACTServices, Inc

Press: None

**HEARING OF GUESTS**

Executive Director Lambillotte thanked Commissioner VanderVeen for over 22 years of dedicated support, leadership and service on the Park District Board. Ms. Lambillotte added what an honor it has been to work with Susan. Supt. of Recreation Vickers and Supt. of Finance & Personnel Powell both expressed their appreciation and support from Susan VanderVeen over the years. President Frankenthal thanked Susan VanderVeen for getting him to join the Park District Board. Commissioner VanderVeen thanked the Board and staff for their kind words and for the opportunity and support to serve on the Board. She added what a privilege it was to serve the community.

**READING OF MINUTES**

Vice President Moffat made a motion to approve the Regular Scheduled Meeting Minutes of August 16, 2021 as presented. Commissioner VanderVeen seconded. All ayes. Motion carried.

**CLAIMS AND ACCOUNTS**

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

**TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT**

Supt. of Finance & Personnel Powell reviewed the August financial reports. We are 33% through the fiscal year and on track with revenue and expenses. The District received the 2<sup>nd</sup> installment of Real Estate taxes in September. We received the second quarter unemployment benefit statement. Total benefits paid were \$12,676. The District received word from Unemployment Consultants that of the total COVID-19 related charges, the District will pay 25% of the total and the Federal Government will pay 75%. Vice President Moffat inquired when individuals will become ineligible to collect unemployment. Supt. Powell explained the timeline for individuals to collect unemployment and when they will fall off. After some discussion, Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner VanderVeen seconded. All ayes. Motion carried.

### APPROVAL OF THE AGENDA

Commissioner Lenski made a motion to approve the agenda with the exception of moving the 2021 ADA Transition Plan Review under Old Business to be discussed before the Peck Farm Ballfield Climbing Structure. Vice President Moffat seconded. All ayes. Motion carried.

### CONSENT AGENDA ITEMS FROM JULY 19<sup>TH</sup> MEETING

Executive Director Lambillotte stated that there are consent agenda items that were voted on at the July 19<sup>th</sup>, 2021 meeting. These items need to be voted on again due to not having an in-person quorum. Ms. Lambillotte added that there will be no separate discussion on these items. If a member of the Park Board requests, a Consent Agenda item may be removed from the Consent Agenda and discussed as an individual item at the end of old business or new business. With no questions, Vice President Moffat made a motion to approve the Consent Agenda Items from the July 19<sup>th</sup> Meeting. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye and VanderVeen-aye. Five ayes. Motion carried.

### CONSENT AGENDA ITEMS FROM AUGUST 16<sup>TH</sup> MEETING

Executive Director Lambillotte stated that there are consent agenda items that were voted on at the August 16<sup>th</sup>, 2021 meeting. These items need to be voted on again due to not having an in-person quorum. Ms. Lambillotte added that there will be no separate discussion on these items. If a member of the Park Board requests, a Consent Agenda item may be removed from the Consent Agenda and discussed as an individual item at the end of old business or new business. With no questions, Vice President Moffat made a motion to approve the Consent Agenda Items from the August 16<sup>th</sup> Meeting. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye and VanderVeen-aye. Five ayes. Motion carried.

### CORRESPONDENCE

Executive Director Lambillotte stated that correspondence was included electronically again this month. The correspondence included numerous emails with feedback from members in regards to the recent mask mandate. Executive Director Lambillotte mentioned what an outstanding job staff has done with calming down angry participants by explaining that the District is following all protocols and guidelines set in place by the Governor. Board Members added that it is much better to follow all the guidelines then to try to interpret and make our own. Commissioner VanderVeen added that she loved the correspondence and pictures of the recently installed playground equipment that the Park District donated to Kid's Around the World.

### OLD BUSINESS

#### 2021 ADA TRANSITION PLAN REVIEW

Mark Trieglaff of ACTServices reviewed the 2021 ADA Transition Plan. Included was a short presentation summarizing the recent review and the findings. He shared some quick examples of ways to improve small deficiencies around the District. Mr. Trieglaff noted that the Geneva Park District was in the top 5% of all the parks that he has reviewed throughout the years. After some discussion, Mr. Trieglaff agreed to send information on some All-Inclusive Playgrounds that he has been working on. Board members expressed their interest and approval to continue with the updated ADA Transition Plan and to move forward implementing changes to become ADA compliant throughout the District.

#### PECK FARM BALLFIELD CLIMBING STRUCTURE

Executive Director Lambillotte reviewed the Peck Farm Ballfield Climbing Structure bid results. Multiple bids were received with Hacienda Landscaping providing the low bid in the amount of \$52,509 which includes an alternate for some additional concrete work. Hacienda Landscaping has done work for us in the past and has done an excellent job. Ms. Lambillotte added that the Park District Foundation has agreed to fund \$30,000 towards the project. Vice President Moffat made a motion to approve the bid from Hacienda Landscaping in the amount of \$52,509 as presented. Commissioner VanderVeen seconded. All ayes. Motion carried.

**FABYAN SOCCER AGREEMENT**

Executive Director Lambillotte reviewed the updated soccer agreement with the Forest Preserve District of Kane County. As a matter of housekeeping, the agreement needs to be reviewed and updated from time to time. Vice President Moffat made a motion to approve the Fabyan Soccer Agreement as presented. Commissioner Lenski seconded. All ayes. Motion carried.

**COMMUNICATIONS**

The Annual Capital Planning meeting with the Board was set for October 18<sup>th</sup> at 5:00 PM.

Staff attended two City of Batavia meetings. One was to finalize the plans for the new Winding Creek Subdivision being proposed by Pulte Home Builders and the other was to comment on the importance of increasing land/cash values to better reflect the present market.

Autumn Fair took place over the weekend. The weather was fantastic, and the event was a success.

Our Distinguished Agency review is scheduled to take place on September 30<sup>th</sup>. Staff have worked very hard in preparing for this comprehensive review of our agency.

The Executive Director will be attending the NRPA conference in-person September 21<sup>st</sup>-24<sup>th</sup>. The Supt. of Recreation will be attending the conference virtually.

The calendar of events and meetings is included in your packet. It includes meetings and events for September and October that may be of interest to you.

One of the biggest challenges right now is staffing in all departments. This is something we have never encountered. Staff have tried all avenues to find and recruit staff with no luck. The Before and After School program has suffered the most. Full-Time staff including Department Heads have been filling in daily to help offset the short staffing situation. This is definitely an area of concern.

**FUTURE MEETINGS**

Capital Planning Meeting	October 18	5:00 pm	Sunset Community Center
October Board Meeting	October 18	7:00 pm	Sunset Community Center
Foundation Meeting	October 26	7:00 pm	TBD

**STAFF REPORTS**

**SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks & Properties Gorra reviewed his report. There are currently three full-time positions open. Interviews for these positions have begun. Staff is obtaining bids for pruning Wheeler Park and is working on implementing a program that will put all our parks on a seven-year rotation to prune larger trees. Work continues at Wheeler to restore grass to select areas on the disc golf course. Turf pavers are being installed at some of the tee boxes. Executive Director Lambillotte stated that a major focus right now is on Wheeler Park and restoring the turf and trimming and pruning trees. Seven tons of organic fertilizer has been ordered to be applied to the turf. This time of year is an effective time to control weeds. A chart was shared showing the yearly fertilizer and herbicide schedule for highly utilized parks including how and when they will be treated. Select annual beds are being cleaned out. Staff will begin laying plans to better define the beds through edging and to amend the soil and plan for irrigation to be installed. Our horticulturalist led a small crew in the clean up of River Park. The project included cutting back vegetation that encroached onto sidewalks and allowed a beautiful view to be opened back up while maintaining native prairie plants. A joint purchase between Geneva Baseball and the Park District of a piece of equipment to clear rocks from our fields was made that will improve the conditions of our ballfield infields. Both pools have been shut down and winterization has begun. Moore Park spray ground remains open for use on the weekends as weather permits.

## SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Fall registration is complete and staff is in the midst of planning programs for the winter season. At the end of July, the CDC issued a strong recommendation for all people to wear masks indoors. On August 30<sup>th</sup>, the Governor issued a mandate of all persons to wear a mask regardless of vaccination status while indoors. The District has adopted and incorporated this mandate into all of our operations. Pools are closed and staff received three perfect 5 star audits!! Winterization, along with other maintenance projects are ongoing at Sunset and Mill Creek pools. The Board can anticipate reviewing the annual Aquatics report in December. The Butterfly House had a great season. It closed for the season in conjunction with Autumn Fair. August brought over 4,600 visitors and over \$4,600 in donations. The Hustle S'More is scheduled for September 25<sup>th</sup>. Staff added a 10k option which will utilize the new Peck North Trails. Staff is preparing for the upcoming Halloween Events, including Halloween HayDay and Escape the Mansion. Mini Golf had an excellent year, one of the best in the past 10 years. BestLife Fitness usage, memberships, and revenue and expenses at both fitness centers were reviewed.

## NEW BUSINESS

### APPOINTMENT OF TEMPORARY BOARD MEMBER VACANCY

Executive Director Lambillotte stated that with the resignation of Susan VanderVeen from the Park District Board, the Board will need to make a motion to appoint someone to this temporary board vacancy. Peter Cladis has expressed interest and the Board looks forward to his service and welcoming him on the Board.

### SWEAR IN NEW BOARD MEMBER

Peter Cladis was sworn in by Executive Director Lambillotte.

### PUBLIC ART ADVISORY COMMITTEE BOARD MEMBER

Executive Director Lambillotte stated that with Susan VanderVeen leaving the Board, another Board Member will need to be appointed to represent the Park District on the Public Art Advisory Committee of Geneva. Vice President Moffat gave an overview of what projects the Public Art Advisory Committee does throughout the City of Geneva. After some discussion, Commissioner Cullen expressed interest in joining the committee and representing the Park District. Vice President Moffat made a motion to approve Commissioner Cullen to represent the Park District on the Public Art Advisory Committee of Geneva. Commissioner Lenski seconded. All ayes. Motion carried.

### AUDIT FY 2020-2021

Don Shaw from Lauterbach & Amen, LLP was present and reviewed the FY 2020-21 Audit Report. Mr. Shaw pointed out that the District received another Certificate of Achievement Award this year and noted that the District also received an unmodified opinion which is the highest opinion that Lauterbach & Amen can give. A copy of the Management Letter was also included. The audit presents the financial position and operational results of the District. The income statement was reviewed and discussed. Mr. Shaw highlighted the Management's Discussion and Analysis for the year ending April 30, 2021 and reviewed various pages in the report. After some discussion, Vice President Moffat made a motion to approve the Geneva Park District Comprehensive Annual Financial Report for the Fiscal Year ending April 30, 2021 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

### SAFETY REPORT REVIEW

Supt. of Recreation Vickers reviewed her report. Each month our safety committee reviews the accident reports for the District, as well as certificates of insurance. Supt. Vickers stated that accident reports were comparable to previous years. Vickers noted that staff remain heavily focused on safety related procedures to safely operate programs and facilities during the pandemic. Ms. Vickers also added that the District has completed prescribed burns, replaced playground surfacing at Foundation Park, updated the Safety Manual, completed training on proper ladder usage, mowing/trimming, proper PPE techniques, etc. Ms. Vickers listed the Safety people of the month.

### BEFORE & AFTER SCHOOL PROGRAM REPORT

Recreation Supervisor Kelly Wales was present to review the Before & After School program report. Mrs. Wales gave an overview of the program. Mrs. Wales stated that the District just completed our twelfth year. The year ended

with 211 participants, which is a decrease from last year directly related to the pandemic. She noted that there are currently 348 enrolled this year. The program operated in a hybrid format due to COVID. Mrs. Wales reviewed the revenue and expenses. She noted the main expenses for this program are the school rental fees, staff salaries, administrative expenses, trainings, supplies & site snacks for the kids. Looking at our fees, the community feels that in comparison to other similar programs we are reasonably priced. Mrs. Wales included many emails and compliments from participants and parents in regards to our program and how staff responded during the pandemic. Upon the completion of the school year, a final evaluation is distributed to the parents of the participants in the Kids' Zone program. The evaluations were circulated electronically with a return rate of 39%. The survey covers a wide variety of topics including safety, communication, quality, content and overall satisfaction with the program. The overall top box score for the entire survey was 97%, with the highest top box scores seen in communication (99%), program quality (97%) and professionalism (97%). Provided the school district remain in a 5-day in person attendance, we will resume our Day Off Trips during the second semester of this school year. Recommendations for the upcoming fiscal year were shared. Vice President Moffat made a motion to approve the 2020-2021 Kids' Zone Board Report and the 2021-2022 recommendations as presented. Commissioner Lenski seconded. All ayes. Motion carried.

#### ENVIRONMENTAL REPORT CARD

The environmental report card is a self-evaluation tool provided to us through our professional association for the purpose of assessing our agency's environmental management practices. Staff has prepared this document for the Board in an effort to show our continued commitment to conservation of natural resources and the protection of our environment. Vice President Moffat made a motion to approve the environmental report card update and the information shared within. Commissioner Lenski seconded. All ayes. Motion carried.

#### SUNSET POOL BATHHOUSE FLOOR REPAIR MEMO

Supt. of Recreation Vickers reviewed the Sunset Pool Bathhouse Floor proposal to paint the floor of the bathhouse. The bathhouse flooring has reached the end of its useful life. The current epoxy coating on the floor has begun wearing in several spots, as well as been harder to keep clean. The desire for improvements in the bathhouse at Sunset Pool has consistently been reflected in the annual pool surveys. Staff feels it is important to give this area a face lift in order to increase customer satisfaction. Staff recommends painting the bathhouse floor with Tuff Coat from American Made Coating Company in the amount of \$23,800. Ms. Vickers added that the proposal comes with a 3-year warranty. Ms. Vickers added that the District has used Tuff Coat at the Moore Park spray ground with great success. Vice President Moffat made a motion to approve the proposal from American Made Coating Company in the amount of \$23,800 for the resurfacing of the Sunset Pool Bathhouse as presented. Commissioner Lenski seconded. All ayes. Motion carried.

#### ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 9:01 p.m. Vice President Moffat seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann