

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
October 18, 2021  
7:00 p.m.**

CALL TO ORDER

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

ROLL CALL

President Frankenthal called for the roll. Commissioner Cladis, Commissioner Cullen, President Frankenthal, Commissioner Lenski, and Vice President Moffat all 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 and Manager of Peck Farm Christine Shiel.

Guests: Mary Lu O'Halloran, Red Ribbon Week teacher sponsor Lisa Meister and Geneva High School students Maren Molander and Soph Tuisl.

Press: None

HEARING OF GUESTS

Executive Director Lambillotte welcomed the members from Geneva High School that were present to share information about Red Ribbon Week. Geneva High School SADD Club members Maren Molander and Soph Tuisl spoke to the Board about the purpose of the Red Ribbon Week program and thanked the Board for their continued support. Lisa Meister expressed Geneva High School's interest in brainstorming with the Park District to collaborate on different program areas that may be of interest to high school students. Mary Lu O'Halloran expressed her appreciation of the Park District and all it has to offer to the community.

READING OF MINUTES

Vice President Moffat made a motion to approve the September 20, 2021 Regular Meeting Minutes as presented. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Vice President Moffat asked for clarification on the Charge Point fee. Supt. of Finance & Personnel Powell stated that the Charge Point fee is charged once annually and is for the electric vehicle charging station at Peck Farm Park. After some discussion, Executive Director Lambillotte stated that staff will investigate other charging stations that may be more cost efficient to the District. 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

Superintendent of Finance & Personnel Powell reviewed the September financial reports and updated the board on the receipt of the 2<sup>nd</sup> real estate tax installment. Ms. Powell noted that we are 42% through the fiscal year and revenue and expenditures are on track. The quarterly debt service report was also included in the packet. The District received land cash money from the City of Geneva for the recent Emma's Landing Development. The first draft of the 2021 Tax Levy Ordinance #2021-07 was included for review. The ordinance is scheduled for approval at the December board meeting and must be filed with the Kane County Clerk. Vice President 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 Lenski made a motion to approve the agenda as presented. Vice President Moffat seconded. All ayes. Motion carried.

## CORRESPONDENCE

None

## **OLD BUSINESS**

### RED RIBBON WEEK RESOLUTION

Representatives of Red Ribbon Week were present at the board meeting to present information to the board and staff. President Frankenthal read aloud the Red Ribbon Week Resolution. President Frankenthal made a motion to approve the resolution supporting Red Ribbon Week of 2021-2022 as presented. Commissioner Cullen seconded. All ayes. Motion carried.

### DISTINGUISHED AGENCY ACCREDITATION

Executive Director Lambillotte stated that the District completed its Distinguished Agency Review and are elated to report that we received a score of 500.8. This is the highest score to date that we have received. This accomplishment shows that we are exceeding expectations in best practices and are held in the highest regard by our peers throughout the State of Illinois. Executive Director Lambillotte commended all staff for their hard work, dedication to the project, and time commitment, most specifically Brynn Pattermann who coordinated the project. Staff will be attending an awards luncheon in November and will be formally recognized at the Illinois Park and Recreation Conference in January. Board members congratulated staff and thanked everyone for their dedication and hard work on the review. Our marketing firm is working on a press release to share this amazing accomplishment.

### COMMUNICATIONS

The Capital Planning Meeting with the Board was held tonight from 5-7pm. Staff and Board worked together to prioritize many capital projects and refine our 10-year Capital Plan.

The annual Holiday party is scheduled for December 10<sup>th</sup> at Old Town Pub. With COVID restrictions and mask mandates continuing, staff is contemplating cancelling or perhaps doing something for Board and staff only, for a shorter period of time.

The Winding Creek subdivision in Batavia has been approved by the Committee of the Whole and will head to City Council tonight for final approval. If all goes as planned, construction of the subdivision will likely begin in the spring and we anticipate taking ownership of the property sometime in 2023. The letter of agreement with maps and land cash calculations were included for review. The Park District expects to acquire 5.126 acres of land and \$134,926.25 for the development of a park there.

A Foundation Meeting is scheduled for next week to review and evaluate the Autumn Fair Event. Ms. Lambillotte thanked the Foundation Board Members, Park Board Members and staff for contributing to the great success of this annual event.

Tim Vetang is in receipt of the information that Commissioner Bre Cullen will be the new representative for the Public Arts Committee.

Supt. of Finance & Personnel, Supt. of Recreation, Assistant Supt. of Recreation and Supt. of Parks & Properties will be attending the Legal Symposium on November 4<sup>th</sup>. If any Board member would like to attend, please let Brynn know.

The IAPD/IPRA Soaring to New Heights Conference will be held January 27-29, 2022. Additional details such as registration and pricing will be shared as information becomes available.

A Recreation Committee meeting needs to be scheduled in November. Pat Lenski and Peter Cladis are presently on that committee.

The Annual Chamber of Commerce dinner and awards banquet is scheduled for Thursday, November 11<sup>th</sup> at

Riverside Receptions and Conference Center in Geneva. If any Board member would like to attend, please let Brynn know by November 1.

**FUTURE MEETINGS**

Foundation Regular Meeting	October 26, 2021	7:00 PM
Recreation Committee Meeting (Pat Lenski & Peter Cladis)	November 8, 2021	6:00 PM
Regular Scheduled Meeting	November 15, 2021	7:00 PM

**STAFF REPORTS**

**SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks & Properties Gorra reviewed his report. Parks has filled two of its three open full-time positions. Interviews are scheduled to take place for the remaining Parks Maintenance II position. A seven-year pruning rotation has been created to take good care of larger trees ensuring their long-term health and safety to park users. Wheeler will be the first in the rotation to be done yet this year. Staff will start the process and schedule pruning smaller trees throughout the District. Fertilizing the parks and athletic fields has been largely completed. Staff has begun mulching trees in parks throughout the District which will help improve survivability, rates of growth and overall health. Manure is being added and rototilled into annual beds preparing for next year. Yearly amendments like this will improve overall soil conditions, increase fertility and tilth which in turn reduces the need for fertilizer and weed control. Rock removal from ballfields continues with the new piece of equipment purchased cooperatively with Geneva Baseball Association. Staff are aerating ballfields which helps relieve compaction and allows heavy soils to open up to better receive air, water and nutrients. With colder weather approaching, Island Park Pavilion and water fountains will soon be winterized. Staff is working with a local Eagle Scout to have two raised garden beds constructed at the Community Gardens. Well composted manure is scheduled to be delivered to the Community Gardens which will be worked into the soil to improve the tilth before planting, or can be used as post planting mulch to reduce weeds, conserve water and provide nutrients.

**SUPERINTENDENT OF RECREATION**

Supt. of Recreation Vickers reviewed her report. The Recreation Committee Meeting was scheduled for November 8, 2021 at 6:00 p.m. The winter brochure is underway. The Harvest Hustle was held September 25<sup>th</sup> at Peck Farm which included a 10k option this year. Pizza Palooza is scheduled for October 25<sup>th</sup> to kick off Red Ribbon Week and staff is busy preparing for Halloween events. The Halloween Hayday and the Dog parade are scheduled to take place this weekend. Escape the Mansion was held at SPRC this past weekend and had the highest attendance to date. Playhouse 38 held a production of “Annie Jr.” which sold over 350 tickets and nearly sold out all four shows. Stone Creek Mini Golf closed October 3<sup>rd</sup> for the season and revenue was up 30% from last year. Staff is busy closing down the course for the winter. The Butterfly House has closed for the season. The Community Gardens are slated to close at the end of October and staff are identifying maintenance projects to complete in the off-season including the addition of raised garden beds. Peck Farm has several programs slated to run this Fall including a variety of new events. SPRC & SRFC memberships & revenues were also reviewed.

**NEW BUSINESS**

**PECK FARM CAMP REPORT**

Manager of Peck Farm Shiel reviewed her report. Due to the COVID-19 pandemic, Peck Farm did not host any summer camps in 2020. The 2021 season proved to be successful and well received by the community. Peck staff offered a traditional Camp Coyote for children in grades preschool through fifth grade which provided a variety of options to choose from including an all-day program or a ½ day program. Participants were able to sign up for extended care which lasted until 6 pm, giving working families flexibility. Camp curriculum was redesigned this summer with the goal of utilizing natural landscape and open space, while reducing camp presence in higher traffic areas. A significant focus was put on utilizing natural materials and reducing waste of single-use plastics and laminated materials. Junior Naturalist Camp was also offered in partnership with the Kane County Forest Preserve District where participants were able to visit a different preserve each day. Revenue, expenses and recommendations were reviewed. Executive Director Lambillotte thanked Christine

Shiel for a very successful year with camps at Peck Farm Park, adding it was one of the best in terms of revenue and participation.

FVSRA MEMBER CONTRIBUTION REQUEST

Executive Director Lambillotte stated the levy request for the Fox Valley Special Recreation Association for this year is being proposed with an increase of 2%. Staff feels this is fair and reasonable. Commissioner Lenski made a motion to approve the proposed FVSRA member contribution increase of 2% for the 2021/22 budget year. Vice President Moffat seconded. All ayes. Motion carried.

TAX LEVY ORDINANCE #2021-07 (first draft)

Superintendent of Finance & Personnel Powell advised that this is the first draft of the tentative levy ordinance for next year. She reviewed the timeline and how the numbers are calculated for this Tax Levy Ordinance. Ms. Powell added that the District estimates new growth high which translates into a much higher tax levy to ensure that any new growth is captured. Because we are limited by the tax cap this levy will be reduced by the County to an increase of 1.4% (2020 CPI) over the prior year's tax extension in addition to any new growth. The levy will be available for public review and will be reviewed again by the Board in November. It will be presented for final approval in December with a public hearing. The ordinance must be filed by the last Tuesday in December.

IAPD CREDENTIALS CERTIFICATE

The Board and staff reviewed the resolution on credentials regarding attendance at the annual meeting of the Illinois Association of Park Districts on January 29, 2022. Vice President Moffat made a motion to approve the IAPD Credentials Certificate with Commissioner Cullen to be the District's delegate, Vice President Moffat to be the District's 1<sup>st</sup> alternate and Executive Director Lambillotte as our 2<sup>nd</sup> alternate. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Vice President Moffat made a motion to move into Executive Session for the purpose of discussing Personnel at 8:25 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

The board returned to the regular meeting at 8:45 p.m.

ADJOURN

Vice President Moffat made a motion to adjourn the meeting at 8:45 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann