

**GENEVA PARK DISTRICT**  
**REGULAR SCHEDULED MEETING MINUTES**  
**January 17, 2022**  
**7:00 p.m.**

CALL TO ORDER

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

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte, Accounts Payable & Payroll Manager Linda Fox, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Carl Gorra, Supt. of Finance & Personnel Christy Powell and Sunset Facility Manager Jim Huetson.

Press: None

Guests: None

HEARING OF GUESTS

READING OF MINUTES

Vice President Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of December 13, 2021, the Public Hearing for the Tax Levy Ordinance of December 13, 2021 and the Long Range Planning Committee Meeting of January 12, 2022 as presented. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Vice President Moffat made a motion to approve the claims and accounts as presented. Treasurer Lenski seconded. All ayes. Motion carried. Vice President Moffat asked about a school repair cost which we share as co-owners of school space.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the December financial reports. Ms. Powell stated that the December bond payments have been made and that we are 67% through the fiscal year. Ms. Powell reviewed the third quarter unemployment benefit statement (7/1/21-9/30/21). The District once again received a check from PDRMA for achieving accreditation in the Loss Control Review Process. 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

Executive Director Lambillotte stated she included some of the feedback the District has received from various patrons on special events. She highlighted on the comments of how staff is well organized, very friendly and helpful on many of the programs and events. The Board was very impressed with the comments.

**OLD BUSINESS**

SAFETY COMMITTEE REPORT REVIEW

Supt. of Recreation Vickers presented the overview of safety-related highlights during the timeframe of September-January. Ms. Vickers stated 47 accident reports were filed for patrons, 2 accident reports for employees, 0 damage reports and 26 certificates of insurance were collected and filed. The safety people of the month were listed. Ms. Vickers added that safety remains the top priority as we continue to navigate through

the pandemic. She stated staff remains focused on employing additional sanitation measures and implementing adjustments to programs/events when possible to increase levels of safety.

**COMMUNICATIONS**

Staff and Committee met on January 12 to go over the Short/Long Range Plan. Documents and minutes from the meeting are included in the Board packet.

Staff and Board Members Jay Moffat and Bre Cullen will be attending the Illinois Park and Recreation Association Conference January 27-29.

Director Lambillotte updated the Board on the status of the fence project at Mill Creek as still pending. Supt. of Parks Gorra will be researching Geneva Baseball’s request of the possibility of artificial turf being added to a portion of our inventory of baseball fields, as well as alternative infield mixes that drain more efficiently.

Staff is presently working on annual full-time staff evaluations in preparation for our Personnel Policy Committee Meeting in March.

There are presently two candidate positions up for re-election this year on our Park Board. Peter Cladis and Pat Lenski will be up for re-election this fall, seated in May of 2023.

The GPD Foundation has been working hard in cooperation with the NRC in preparation for the upcoming Wine, Cheese and Trees Fundraiser that will be held virtually this year on February 26th.

Director Lambillotte will be virtually attending the IAPD annual meeting at the IPRA Conference Saturday, January 29 at 3:30 PM.

The Board and Staff will soon be receiving Statements of Economic Interests by email. As in past years, it must be completed online by May 1, 2022 to avoid a late fee penalty.

The packet includes the Board calendar including important meetings, events and continuing education opportunities.

Discussion was held on the possibility of Elburn creating its own Park District and whether the GPD might have an interest in looking into annexation with our District. Vice President Moffat suggested looking into the pros and cons. Director Lambillotte will further research.

**FUTURE MEETINGS**

|   |                   |           |
|---|-------------------|-----------|
| Geneva Park District Foundation Meeting                           | January 25, 2022  | 7:00 P.M. |
| Regular Scheduled Meeting   | February 21, 2022 | 7:00 P.M. |
| Personnel & Policy Committee<br>(Bre Cullen & John Frankenthal)   | March TBD         |           |
| Finance Committee – Budget Meeting<br>(Bre Cullen & Peter Cladis) | April TBD         |           |

**STAFF REPORTS**

**SUPERINTENDENT OF PARKS & PROPERTIES**

Supt. of Parks & Properties Gorra reviewed his report. Staff have been busy interviewing for PM I and PM II positions. Steve Kulesza has moved from Wheeler Park staff to the Peck Farm Park staff. Our horticulturist, Kate Perez, has received a scholarship for the Great Lakes Parks Training Institute. Several parks staff will be taking online training for the safe pesticide use and testing for their respective licenses. The flower bed project at Island Park is complete. A quote is being created by Upland Design for replacement of the observation deck at Old Mill Park. Staff is still meeting with contractors to repair the eroding shoreline at Old Mill Park. Staff is narrowing down the exact location of pickleball courts at Mill Creek Community Park. The two ice rinks at Wheeler Park and one ice rink at Mill Creek pool have been installed and ready to use. Mr. Gorra reviewed

with the Board a preliminary quote for the installation of solar panels. One location is the maintenance building at Peck and the other is the maintenance building at Wheeler. After a brief discussion on the solar panel project, the Board is in favor of moving forward. Staff is waiting on a proposal for renovation of the Butterfly House front entrance. Discussion was held on purchases of an electric van and Clipper Creek level II charging station. Staff chipped up 309 unsold Christmas trees from retail vendors. The mulch was spread out on the younger trees at Sandholm Woods Park. Vice President Moffat reported on an outdoor ice skating rink and a reflecting pond he had seen at a park out of state.

#### SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. She highlighted the overall registration numbers were the highest for the winter season since 2016. Staff is preparing for two special events this month. The Super Shuffle 5K trail race along with an after party to be held at SPRC and Just Dad-n Me dance. Staff is preparing to begin accepting/processing registrations for next year's preschool and Kid's Zone. Plans for summer camps are currently underway, including some adjustments to Peck Farm camps to better align with our traditional camp program. Community Garden plots are currently open for 2022 reservations which includes the new raised beds. Open gyms at SPRC has had a lot of usage and birthday parties are going strong. Fitness Centers attendance and revenue are up.

Ms.Vickers followed up with the Board on a question from the December Board Meeting on swim lessons. She stated four components played a role in a higher net profit in 2018 as compared to 2019. She explained these four components of enrollment, staff, salary and fee structure. Ms. Vickers updated the Board that staff has already accounted for increases in minimum wage and priced the program accordingly.

#### **NEW BUSINESS**

##### GPD SCHOLARSHIP PROGRAM RECOMMENDATION

Supt. of Recreation Vickers reviewed the scholarship program based on our response to the resident visit we had at our September Board Meeting. Our current scholarship program allows for a maximum award of \$125 per person, per season. Staff evaluated 10 other Districts as a comparison tool. GPD is competitive with other Districts but below the annual average. Given the comparisons and, more importantly, recognizing the cost of programs have increased, staff would recommend increasing scholarship program to better reflect the need of the community. Staff explained to the Board the scholarship application process and fees. Vice President Moffat made a motion to approve an increase in the scholarship award from \$125 per person, per season to \$175 per person, per season (\$700 annually per person) with an amendment to review the report every three years. Commissioner Lenski seconded. All ayes. Motion carried.

##### 2021 STONE CREEK MINIATURE GOLF ANNUAL REPORT

Sunset Facility Manager Huetson reviewed the 2021 Stone Creek Miniature Golf/Disc Golf Report. This was the 32<sup>nd</sup> year of operation for mini golf. The report is based on operations from May through October. Mini golf was in full operation with masks being required while at front counter or when patrons came within six feet of others. There were designated waiting areas for groups of golfers to wait for the next group to get to the third hole before the next group could go. The total attendance for 2021 was 18,200 which was an increase of 4,789 from 2020. Mr. Huetson reviewed the revenue and expenditures for 2022 compared to the 2021 season. Recommendations and suggestions for 2022 were reviewed and discussed. Commissioner Lenski made a motion to approve the 2021 Stone Creek Mini Golf Annual Report and recommendations as presented. Vice President Moffat seconded. All ayes. Motion carried.

##### 2022 SHORT & LONG RANGE PLAN ANNUAL GOALS & OBJECTIVES AND THE 2022 MASTER PLAN UPDATE DETAILS

Director Lambillotte stated that each year the Geneva Park District updates and revises its Short and Long Range Plan Annual Goals and Objectives and Master Plan Details of the District. The Long Range Planning Committee Meeting was held on January 12 with committee members Jay Moffat and Bre Cullen present. Director Lambillotte gave an overview of the summary of goals from the 2022 Short & Long Range Plan Goals and Objectives. She also reviewed the 2022 Master Plan Details which includes the Capital Improvement Plan (CIP) Budget. Once the 2022 Goals and Objectives are approved by the Board, they will be posted to the District's website. Vice President Moffat made a motion to approve the 2022 Short and Long Range Plan

Annual Goals & Objectives and the 2022 Master Plan Update Details as presented. Commissioner seconded. All ayes. Motion carried.

2022 BUDGET & PERSONNEL EVALUATION CALENDAR

Director Lambillotte stated the proposed 2022 Budget Calendar and Personnel Evaluation Calendar are included for the Board to review. The Personnel & Policy Committee is Commissioner Cullen and President Frankenthal. The Finance committee is Commissioner Cullen and Commissioner Cladis. Director Lambillotte stated the dates for Personnel & Policy Committee and the Finance Committee will be determined at the upcoming Board meetings.

ISLAND PARK DRAINAGE PROJECT BID RESULTS

Director Lambillotte stated the District has received a \$100,000 grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) for this project. The lowest qualified bidder to meet the requirements of the bid was Performance Construction and Engineering from Plano, IL. Supt. of Parks Gorra stated the references for this company were all positive. Commissioner Lenski made a motion to approve the bid from Performance Construction and Engineering in the amount of \$117,609 for the installation of drainage structures in Island Park. Vice President Moffat seconded. All ayes. Motion carried.

DRYDEN & HATHAWAY PLAYGROUND EQUIPMENT ORDER

Director Lambillotte reviewed with the Board the bid results on the purchase of playground equipment for Hathaway Park & Dryden Park. The playground equipment, at both of these parks, has reached the end of its serviceable life. Upland Design provided various design options for playgrounds at both of these parks for the public and Staff to review. After brief discussion, Vice President Moffat made the motion to approve the bid from Little Tykes for playground equipment at Dryden Park in amount of \$128, 909.50 and from BCI Burke company for playground equipment at Hathaway Park in the amount of \$81,455.40. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Vice President Moffat made a motion to move into Executive Session at 8:17 p.m. for the purpose of discussing Personnel. Commissioner Lenski seconded. All ayes. Motion carried.

At 9:00 p.m. the Board returned to the Regular meeting from Executive Session.

ADJOURN

Commissioner Cladis made a motion to adjourn the meeting at 9:00 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox