

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
February 21, 2022
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 Cladis, Commissioner Cullen, Vice President Moffat, Commissioner Lenski and President Frankenthal all answered present.

Staff members present were Executive Director Sheavoun Lambillotte, Executive Administrative Assistant Leslie Zimmerman, Accounts Payable & Payroll Manager Linda Fox, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Carl Gorra and Supt. of Finance & Personnel Christy Powell.

Press: None

Guests: Elliott Bortner, Assistant Supt. of Recreation

HEARING OF GUESTS None.

READING OF MINUTES

Vice President Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of January 17, 2022 as presented. Commissioner Cladis 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 January financial reports. Ms. Powell stated that the blended rate is down to 3 basis points; the rate was 10 in January. Ms. Powell spoke with Director Lambillotte in early February and decided to move shares out of this fund and into the convenience fund. The one to three year fund has performed well with a return 1.7%. Revenue Expense Report: We are 75% through the budget period and we are ahead in revenues and down in expenditures. The CPI was 7% December to December – very high. Vice President Moffat questioned when we need to have a public hearing. Ms. Powell responded that we presented the first draft in October. Director Lambillotte offered that we would have to have a public hearing if over 7. 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

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

CORRESPONDENCE

Nothing to report.

OLD BUSINESS

TAX ABATEMENT ORDINANCE #2022-01

Ms. Powell reported we abate the Series 2014 Bond every year and have to file with the county to not levy our taxpayers. Director Lambillotte explained the Persinger Center was built on revenue bonds – we agreed to pay back the building through fees and charges from the Rec and Corporate Fund. Vice President Moffat made a motion to approve Tax Abatement

Ordinance 2022-01 for the Series 2014 Alternative Revenue Bonds. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Cladis-aye, Lenski-aye, Moffat-aye and Frankenthal-aye. All ayes. Motion carried.

GENEVA BASEBALL ASSOCIATION MILL CREEK HOME RUN FENCE PROJECT UPDATE

Director Lambillotte has been trying to get together with the Geneva Baseball Association (GBA) on specifications we can agree on for the donation of two home run fences at Mill Creek. Two changes: 1) The GBA has decided not to do the foul poles at this time as too costly. 2) Peerless Fence wants to use SS20 instead of SS40 grade for the posts. Director Lambillotte made a recommendation to approve the change to a lesser grade fence material. Miss Cullen asked what the difference between the two materials. Director Lambillotte explained the material is much stronger. Commissioner Cladis made a motion to approve the donation of the two home run fences at Mill Creek as specified. Vice President Moffat seconded. All ayes. Motion carried.

COMMUNICATIONS

Director Lambillotte updated the Board on Covid mitigations and mask mandates. There is an end in sight. Masks are already optional at Kids' Zone and pre-school and we are preparing to make masks optional beginning February 28. We have been following the CDC, the IDPH and the State of Illinois guidelines throughout. This month has been difficult due to the school ruling. Commissioner Lenski confirmed we do not have to follow the school district; Director Lambillotte explained our procedures and that we have made different decisions than the school district but for the majority, we follow the school district.

Commissioner Lenski motioned that February 28 will be mask optional for all for facilities and employees. Vice President Moffat seconded and asked if we need further discussion. Director Lambillotte advised we do need further discussion. One concern is to make sure we are in good standing with risk management in case there were issues related to not wearing masks. Commissioner Lenski maintained that we need to have flexibility. Commissioner Cladis asked if there needs to be an emergency zoom meeting to decide on whether to wear masks or not on February 28. Director Lambillotte recommends waiting rather than voting. Another motion was offered. Commissioner Lenski again motioned that beginning February 28, masks will be optional for all facilities and employees. Commissioner Cladis and President Frankenthal opposed voted nay; Vice President Moffat and Commissioner Cullen voted aye.

Director Lambillotte reported the City of Geneva put \$150,000 in their budget for Garden Club Park; now the project can be done in one year instead of two years. Director Lambillotte reached out to the Garden Club and is waiting to hear back.

The Winding Creek Subdivision Project went to the City Batavia's Planning Commission and was approved. Breaking ground will probably be this summer as this has not gone to the Committee of the Whole yet.

Wine, Cheese and Trees was held virtually on February 26 at 7:00 pm.

Director Lambillotte advised dates need to be set for Personnel Policy and Finance / Budget Committee meetings. Personnel Policy Committee with Commissioner Cullen and President Frankenthal will be held March 9 at 4:00 pm. The Finance / Budget Committee with Commissioner Cullen and Commissioner Cladis will meet April 4 at 6:00 pm.

FUTURE MEETINGS

Personnel & Policy Committee (Bre Cullen & John Frankenthal)	March 9, 2022	4:00 P.M.
Regular Scheduled Meeting	March 21, 2022	7:00 P.M.
Geneva Park District Foundation Meeting	March 22, 2022	7:00 P.M.
Finance Committee – Budget Meeting (Bre Cullen & Peter Cladis)	April 4, 2022	6:00 P.M.

STAFF REPORTS

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. All full-time positions have been filled. The Parks Maintenance I and II positions have been filled by experienced staff. Offers for two permanent part-time positions are out. Many staff attended the iLandscape Trade show recently. Mr. Gorra reviewed the Turf Mowing bids that were opened recently. Delia and Brothers was the low bid at \$90,422. Commissioner Cladis asked why the mowing bids were so diverse. Mr. Gorra explained

that the contractors base their bid on their schedule and if extra crews are needed which adds a premium price. Commissioner Cladis asked if the low bid would result in poor results. Mr. Gorra explained that Delia and Brothers have worked with us before and have done good work. Plus, there is an incentive to work with us again next year if they perform well. Their bid for 2023 is \$92,075 which is only a 2% increase. President Frankenthal asked if they worked out well, could we lock them in for a longer period of time. Mr. Gorra responded that the bid was written for only two years but that it is always a possibility. Bids will also go out for cleaning of the landscapes which coincides with our Spring Clean-Up. Internally, we have inventoried all landscape sites that we maintain and created a spreadsheet to assign work as needed. Some weed control will be done in-house but we are meeting with contractors to make sure we get what we need. Possibly two different services will do the work and we will choose the better of the two for next year. Bids for installation of playgrounds have come in. Once again, the prices are diverse due to work schedules and location. The swings at 4th Street have been lowered to 18". Commissioner Cullen appreciated the lowering of the swings. Island Park Drainage Improvements are set to start construction. Due to an opening in the contractor's schedule, the work will start the first or second week of March which is ahead of schedule. This is a 7-day job; this should be completed in less than two weeks. Vice President Moffat asked about excavation and Mr. Gorra explained the process. Ice rinks are closed and unlikely to open. Ballfields are getting ready. Received a final price on an electric van, a Ford E-Transit for which will be more efficient than using a pick-up truck. Lead time is 30 weeks. Pricing has also been received for two Mean Green all electric zero-turn mowers. Commissioner Cullen asked what the cost difference is between gas / diesel vs. electric. Although vehicles are more expensive, the operational savings include less maintenance, less use of mechanics time, no gasoline, no oil and a solar charging canopy. Commissioner Cladis asked how the decision was made for this model of vehicle. Mr. Gorra noted that the company has been on the market longer and they are American made. Vice President Moffat asked about the life expectancy. Mr. Gorra advised 2,000 – 3,000 hours or 4 to 5 years. President Frankenthal asked why two trucks are needed to replace one. Mr. Gorra explained two trucks are needed to move more staff. Discussion ensued regarding the cost of the vehicles. The trees Vice President Moffat donated have arrived. They are in mulch at Peck Farm waiting to be planted. There is a plan in place to work with Bedrock Landscapes. One value in having Bedrock working with us is that they will be able to teach our staff while they are working.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. She remarked how busy January was. The spring brochure will be released later this week; registration will begin on March 8. Super Shuffle held on February 13 went well even though the weather was cold. Ice on the path was an issue, however, Carl's crew was great in addressing the removal of the ice. The Dad 'n Me Dance was held February 20. There were 560 people in attendance, about half of what we usually have. Lots of memories were made. The only Covid-related change we made was that all food was pre-packaged. Ms. Vickers reported they are prepping for the summer season at the pools and mini golf. Peck Farm has seen foot traffic recently with the nicer weather. Public Communications, Inc. (PCI) agreement has ended. We need to have someone here every day in-house. The brochure will still be contracted out as we are very happy with the contractor we use. A position has been created to focus on social media, marketing, banners, flyers, etc. Interviews will start this week. President Frankenthal asked if the position is full time or part time; Ms. Vickers responded the position is full time. Discussion ensued regarding the brochure – online, costs and sizes of the document. Director Lambillotte reported the ultimate goal is to have everyone looking at the brochure online. Ms. Vickers reported fitness facilities are doing well. The new mask mandate may have an effect on the numbers. Ms. Vickers also discussed the membership number disparity. Commissioner Cladis asked if we will publicize the no mask mandate. Nicole advised yes; we want everyone to be aware of the policy change.

NEW BUSINESS

HATHAWAY AND DRYDEN PLAYGROUND REPLACEMENT BID RESULTS

Director Lambillotte stated that Innovation Landscape was the low bidder. They have worked for us before and have done great work. Due to supply chain issues, the equipment installation for Dryden will be in the fall rather than when Hathaway gets installed in the spring. Commissioner Lenski made a motion to approve Innovation Landscaping with the low bid of \$176,858.03 for the Hathaway and Dryden Park Playground Replacement Project. Commissioner Cladis seconded. All ayes. Motion carried.

2022 CONTRACT MOWING BID RESULTS

Director Lambillotte stated that Delia and Brothers Landscaping, Inc. was the low bidder. Commissioner Lenski made a motion to approve Delia and Brothers Landscaping, Inc. in the amount of \$90,422 for the 2022 Mowing Contract. Vice President Moffat seconded. All ayes. Motion carried.

VEHICLE AND EQUIPMENT PURCHASE

Director Lambillotte requested approval to purchase one Ford-E Transit van in the amount of \$42,276 from Currie Motors and the purchase of two Mean Green Rival zero turn mowers from Sourcewell Cooperative in the amount of \$57,716. Commissioner Cladis made a motion to approve the vehicle and equipment purchase as presented. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Vice President Moffat made a motion to move into Executive Session at 8:03 pm for the purpose of discussing Personnel. Commissioner Cladis seconded. All ayes. Motion carried.

At 8:36 p.m. the Board returned to the Regular meeting from Executive Session.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:36 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Leslie Zimmerman