

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
March 21, 2022
7:00 p.m.**

CALL TO ORDER

Vice President Moffat called the meeting to order at 7:03 p.m.

ROLL CALL

Vice President Moffat called for the roll. Commissioner Cladis, Commissioner Lenski, Vice President Moffat, and President Frankenthal (remote) all answered present. Commissioner Cullen arrived 7:04 p.m.

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 and Supt. of Finance & Personnel Christy Powell.

Press: None

Guests: Joey Kalwat, SPRC Facility Manager and Chris Poole, Recreation / Aquatic Coordinator.

HEARING OF GUESTS

Mr. Kalwat introduced the new Recreation / Aquatic Coordinator, Chris Poole. Mr. Poole has a degree in Sports Management from St. Ambrose University. Mr. Poole comes from the Des Plaines Park District where he was involved with the athletic programs and facility management.

READING OF MINUTES

Commissioner Lenski made a motion to approve the minutes from the Regular Scheduled Meeting of February 21, 2022 with the changes noted. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the February financial reports. Ms. Powell reported that the investment report looks better and interest rates are up. The Feds may be having three more increases this year. The Revenue Expenditure report looks good. Mr. Lenski asked about our budget and fuel prices. Director Lambillotte advised that we will go over budget in fuel prices but will adjust next years budget to reflect anticipated costs. Ms. Powell reminded the Board that there is an IGA with the Geneva School District, the City of Geneva, the Geneva Library District, the Township and the road districts. This Agreement states anytime there is a property tax appeal that is over \$200k or a 20% deduction in the assessed valuation we may contact all parties to decide if we want to appeal it on our side. This Agreement has been in place since May, 2009. Director Lambillotte advised that the School District takes the lead and their attorneys argue the appeals if we decide to argue. In the past, tax appeals have been negotiated rather than go to trial. Director Lambillotte advised she wanted to remind the Board that this Agreement is in place and by negotiating we have saved a lot of money. Commissioner Lenski 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

Superintendent of Parks Gorra read a letter from a 7-year old boy who lives near the 4th Street Playground. The boy had hand written the letter stating the swing height needs some attention: “way too low.” He would like the swings raised. Discussion ensued and it was decided that one swing will be raised while the other swing will remain low. Park District staff will be sending a thank you note to him.

OLD BUSINESS

Winding Creek Park Donation Agreement

Director Lambillotte discussed the Agreement and it coming to fruition. We have made headway with Pulte Builders. We have negotiated a similar Agreement with the last developer. This Agreement calls for 5.126 acres of land and \$134,000 to develop the park. The land has to meet certain criteria before the land is conveyed to the Park District; this may take a year or more. After that, we will schedule a public meeting for public engagement. Once we have a design in place, we will likely apply for OSLAD Grant funding. We hope to have half of the cost of the park covered by OSLAD Grant funding.

Commissioner Moffat asked about hazardous waste in the Agreement; we have two years of discovery. Commissioner Frankenthal advised we shouldn’t accept any clause that has to do with hazardous waste. The Board agreed. Director Lambillotte will get clarification from the attorney and will report back at the next meeting. Director Lambillotte will confirm that we have protection from this clause and if we do not have sufficient protection, she will renegotiate the Agreement.

Commissioner Moffat asked about the bike path size and location. Director Lambillotte is working with the City of Batavia on this issue. Discussion ensued regarding the park’s size, shape and location.

At this time no motion is needed.

COMMUNICATIONS

Please mark your calendars for April 23 - our Earth Day celebration at Peck Farm Park. Included in the day’s events will be a tree planting at SPRC at 10am followed by Earth Day events at Peck Farm Park at 11am. Commissioner Frankenthal asked where the trees were to be planted; Director Lambillotte confirmed the trees will be planted in the Oaks Savannah.

New pickleball courts are included in our Capital budget for the 2022/23 fiscal year. We have received quotes for six or eight courts and are ready to move forward with the project if the Board so desires. Staff would like the Board to consider waiting one year to afford the option to apply for an OSLAD grant for help funding both the courts and the universal design playground we are slated to install at Mill Creek the following year. Budget for both will likely exceed \$1M and the grant could cover \$425,000 of that if it were granted. Discussion ensued regarding pickleball courts and funding. Director Lambillotte reiterated resurfacing Mill Creek courts this spring to allow for pickleball to be held this summer and as soon as OSLAD Grant funding opens, we will apply to get the remainder of the work at Mill Creek done.

The Geneva Park District Foundation partnered with the City of Geneva’s Natural Resource Committee on this year’s virtual Wine, Cheese and Trees event. It was a successful fundraiser for both organizations and we look forward to continuing the partnership. This year’s net profit surpassed last year’s virtual event.

FUTURE MEETINGS

GPD Foundation Meeting (Annual and Regular)	May 5, 2022	7:00 PM
Finance Committee-Budget Meeting (Bre Cullen & Peter Cladis)	April 11, 2022	6:00 PM
Regular Scheduled Board Meeting	April 18, 2022	7:00 PM
Recreation Committee Meeting	TBD	TBD

STAFF REPORTS

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. There is one full time position open. One long-term part time position has been filled. We are looking to fill a number of seasonal positions. We have three that have committed. We are hoping to get 15-20 seasonal staff this year. Moffat advised the City of Geneva is posting seasonal positions at \$14.00 per hour, Director Lambillotte advised we are offering \$15.00 per hour.

Mandy Morgan, Kate Perez, Jimmy Lane and Carl Gorra attended the Great Lakes Training Institute in late February. Seminar topics included "Skills of the Confident Writer," "Agreement Drafting Made Simple," "Risk Management and Liability of Boundary Trees," "Winterization of Equipment" and "Grant Writing" taught by Michelle Kelly of Upland Design.

RLS has been contracted to do the repair work at Old Mill Park. Work will start in April. We also have a quote for tree inventory. The inventory would precede yearly parks overstory tree pruning. Approximately 400 trees each year (1/7 of District total) would be assessed for condition, put into a database and placed into maps. These maps would then be used to identify the number, size, variety and condition of those trees placed into the Parks Overstory Tree Pruning Bid. This type of inventory helps the District keep its trees healthy, reduce risk and is part of a comprehensive tree management plan. Cost of this inventory is \$1,600 per year.

Athletics: Ice rinks have been closed for the season. Ball fields are being prepared for the season. The skate park opened March 1.

Facilities and Equipment: Two zero turn electric mowers and the electric E-Transit van were ordered. The purchase of the electric mowers and van will help keep fuel costs down. Peck Athletic Fields have had timer issues with the conventional lights on the pathway and parking lot; the timers have been fixed and we have replaced those lights with LED bulbs. Wheeler bathrooms are set to be done mid-May.

Horticulture: Work has begun at the garden plots to get them ready for the season. The gravel parking lot is currently being graded. We have removed the invasives on the prairie and the burns will start this week. Greenhouse crops are growing and will be put out by May 15. Commissioner Frankenthal suggested a "Canning Class." Ms. Vickers will follow up with Commissioner Frankenthal in the coming days to talk more about the canning class. Vice President Moffat asked if the drainage project had been completed. Mr. Gorra advised the equipment is too heavy to cross the bridge; we are working with them to find a solution.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Resident Registration started March 8. We had the best opening day for Spring Registration by almost \$65,000 in revenue in the last five years. The Pool Pass sale went very well with \$40,000 in pool passes sold. Fitness Centers were up in revenue as well as foot traffic. The "Uncover Your Best Life" sale sold 33 memberships. Easter events are coming up beginning with the Egg-mazing Race on April 8 at Wheeler Park. The Egg Hunt and the Bunny Breakfast at SPRC are April 9. The following weekend is Bunny Basket Delivery. All events have great registration numbers. We are, however, still in need of a bunny. Commissioner Frankenthal volunteered to be the bunny.

Mom 'n Son night was held March 12 with about 300 participants. Staff is getting ready for seasonal operations to begin. Staff is working on maintenance projects, hiring and trainings.

All full-time open positions have been filled. The new Peck Farm Manager will start April 5 and the new Marketing person will start April 11.

NEW BUSINESS

Wheeler Bathroom Renovation Bid Results

Carl reported the bids for the renovation of Wheeler Park restrooms were opened March 15. The goal of the renovation is to replace worn furnishings, improve lighting, update to touchless fixtures, provide hot water to sinks and offer limited heat for the south restroom to extend the season. Additional benefits include an improved overall appearance and ensuring that these restrooms are compliant with ADA specifications as outlined in our sustainability transition plan. Two bids were received with the low bid coming from Mendel Plumbing.

Commissioner Lenski made a motion to approve Mendel Plumbing for the Wheeler Park restroom renovation in the amount of \$59,643.00 including base bid and alternative. Commissioner Cullen seconded. All ayes. Motion carried.

Spring Landscape Cleanup Bid Results

Mr. Gorra reported the bids for pre-season landscape cleanup were opened March 11. Cleanup work is scheduled for mid-May. The base bid includes cleanup at Sunset Park, Sunset Pool, Garden Club Park, River Park, Mini Golf, Old Mill Park, Moore Park, Mill Creek Pool, SPRC and Hawks Hollow. Three bids were received with the low bid coming from Langton Group. Mr. Frankenthal asked why this isn't done in-house with Director Lambillotte responding that it is too much work to be done in too short of a timeframe.

Commissioner Cladis made a motion to approve the spring landscape cleanup contract to Langton Group in the amount of \$34,416.00. Commissioner Lenski seconded. All ayes. Motion carried.

PERSONNEL & POLICY COMMITTEE RECOMMENDATIONS

Staff and Board agreed to forward this discussion in executive session under personnel.

Mill Creek Pool Resurfacing Bid Results

Ms. Vickers reported the bids for Mill Creek Pool Resurfacing were opened March 16. The plaster surfacing in both the lap pool and kiddie pool at Mill Creek Pool needs repair / replacement. One bid was received with the low bid coming from Schaeffges Brothers, Inc. in the amount of \$136,500 with alternate #2 in the amount of \$37,500 for a total of \$174,000.

Commissioner Cladis made a motion to approve the Mill Creek Pool Resurfacing contract to Schaeffges Brothers, Inc. in the amount of \$174,000. Commissioner Cullen seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Commissioner Cladis made a motion to move into Executive Session at 8:23 p.m. for the purpose of discussing Personnel. Commissioner Cullen seconded. All ayes. Motion carried.

At 9:26 p.m. the Board returned to the Regular meeting from Executive Session. Commissioner Lenski made a motion to approve the organizational chart; full-time salary and wage ranges; part-time salary and wage ranges; and a full-time salary and wage increase of 4.81%. Commissioner Cladis seconded. All ayes. Motion carried.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 9:26 p.m. Commissioner Cladis seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox