

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
April 18, 2022  
7:00 p.m.**

CALL TO ORDER

Vice President Moffat called the meeting to order at 7:02 p.m.

ROLL CALL

President Frankenthal called for the roll. Commissioner Cullen, Commissioner Lenski (remote), Vice President Moffat and President Frankenthal all answered present. Commissioner Cladis 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: Laura Sprague, Marketing Manager

HEARING OF GUESTS

Supt. Vickers introduced new Marketing Manager, Laura Sprague. Ms. Sprague has a degree in English from Western Illinois University. Ms. Sprague comes from the Geneva 304 School District where she was their Communications Coordinator.

READING OF MINUTES

Vice President Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of March 21, 2022 with the changes noted. Commissioner Cladis seconded. All ayes. Motion carried. Vice President Moffat made a motion to approve the minutes from the Finance / Budget Committee Meeting Minutes of April 11, 2022. 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 Cullen seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the March financial reports. Supt. Powell reported that in the investment report, our blended rate went up to 20 bps as a result of the liquid money in IMET and IPDLAF going up because of the Fed increasing 25 bps. We also added another new CD to our investment portfolio. In revenues and expenditures, we are 92% through the fiscal year and everything looks good and is on track. Supt. Powell reminded the Board that March Registration revenue will be deferred until the next fiscal year. Supt. Powell reminded the Board that Economic Interest Statements are due. Discussion ensued on the aspects of filing the reports. Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Cladis seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

**OLD BUSINESS**

Winding Creek Park Donation Agreement

Director Lambillotte received answers to questions the Board had inquired about. Director Lambillotte gave details about the hazardous materials; Phase 1 environmental was completed on the property on March 10, 2022 by the current developer. Past developers have also completed the environmental testing as well. Our attorney stated that based on results of the report, he does not find there to be a material risk of environmental liability related to the territory to be conveyed to the Park District. The second question is related to the path specifications; Director Lambillotte confirmed the paths are ten feet which is along the lines of our specifications. The third question is in regards to OSLAD grant points. Director Lambillotte stated that while we will not receive grant points for the path, we will get minor consideration for the connection.

Vice President Moffat questioned the path size as the drawing in the exhibit clearly seems to be wider. Director Lambillotte advised this is the sidewalk and she is unsure how they will transition the sidewalk. Vice President Moffat also asked about the grading. Director Lambillotte advised that she walked the property with landscape architect Michelle Kelly and both were happy with the grading. Vice President Moffat wants to make sure everything works together with the plans. Director Lambillotte stated that for now, this will be open space but could be converted to something else in the future.

Vice President Moffat made a motion to approve the Winding Creek Park Donation Agreement from Pulte Builders and the land cash donation as presented. Commissioner Cladis seconded. All ayes. Motion carried.

Pickleball Court Renovation Update

Director Lambillotte reported on the opportunity to put off construction until we could apply for OSLAD grant funding to offset the costs. There are eight pickleball courts to be built with OSLAD funding. The old tennis courts at Mill Creek need crack repair and resurfacing. To redo the whole thing, the cost is \$75,000 to \$100,000. Director Lambillotte spoke to the contractor and they are able to do the crack filling and repainting for \$22,170 in June/July. This is a temporary fix until we move forward with the permanent pickleball courts.

Vice President Moffat made a motion to approve the expenditure of \$22,170 to MCH Sports Services to convert tennis courts at Mill Creek to pickleball courts with added accessories. Commissioner Cladis seconded. All ayes. Motion carried.

**COMMUNICATIONS**

Director Lambillotte expressed her appreciation to the Park District staff who made our Easter festivities a success for the community. Earth Day is this Saturday, April 23. There will be a tree planting at SPRC at 10:00 am followed by events afterwards. Director Lambillotte reported at the last Foundation meeting, the proposed budget was put together. Revenues have increased due to the Giving Tree and Wine, Cheese and Trees event. FVSRA is also working on their budget – a less than 2% increase is anticipated. While looking at Old Mill Park, we found that the shoreline is eroding. We are performing repair work to reinforce the trail. There is an overlooked deck at the park that is in disrepair and we need to look into replacing. The canoe portage at the top of the dam is in good shape but the canoe portage beyond the dam close to the State Street bridge is in bad shape. We will bring the Board the cost estimate to replace the deck and to give the park a facelift. We will present the project to the Board after we get permission from the IDNR. Director Lambillotte met with the Geneva Baseball Association (GBA) and they are very enthusiastic about us considering installing turf on infields at Peck. Discussion ensued regarding cost, revenue, turf, ball field usage and the possibility of tournaments. More discussion and information are needed.

**FUTURE MEETINGS**

GPD Foundation Meeting (Annual and Regular)	May 5, 2022	7:00 PM
Regular Scheduled Board Meeting	May 16, 2022	7:00 PM

## **STAFF REPORTS**

### **SUPERINTENDENT OF PARKS & PROPERTIES**

Supt. Gorra reviewed his report. There is one full time position open – equipment mechanic. Interviews have begun. All long-term seasonal mowing positions have been filled. Looking for a long-term seasonal custodial employee. We have also filled our 2<sup>nd</sup> shift position. 13 summer seasonals have been hired; would still like another three. Operations: The last of the turf covers have been pulled off and look great. The plots were bare before the turf covers were placed. American Legion has reached out to us to use Wheeler Park for their annual Memorial Day service with a parade that starts at 3<sup>rd</sup> and Crescent and will end at Wheeler by the cannons. The volunteer group 3F will be at Wheeler Park this Saturday cleaning up the area. Staff continues to detail the park as well. Mowing started last week; the crew is very enthusiastic. Supt. Gorra reported he is working on a plan to work with Performance Construction at Island Park for the drainage issues. As the Larry Gabriel Bridge has weight limits, we will utilize the South Bridge to move equipment and materials. Supt. Gorra also reported the City has allowed us to put gravel under the pipe for support but does not need to be filled to the top. The project is close to completion. Hathaway Park Playground renovation has begun. Kids Around the World removed the playground features that they wanted and, weather dependent, we will start installing the new equipment this week. Athletics: Clean-up work at the ballfields has begun. Some areas had a coarse gravel that was traveling into the field. This has been replaced with finer gravel that is more durable and looks better. The ballfield crew and the GBA had a volunteer work day on April 9. As the ballfields were too wet, they weeded the warning track and laid mulch. Facilities and Equipment: Mendel Plumbing was to start today but it was too cold for the epoxy flooring. Hopefully they can start work this Thursday. Water has been turned on at the fountains. Island Park and Wheeler restrooms are open for the season. The marquis sign at Playhouse 38 has many burned out lights. The property manager for the theater will take care of it. M&L Custom Woodworks provided a drawing for the Butterfly House front entrance. The roof needs to be patched; will see a modified version of a new roof with a higher pitch. Horticulture: Garden plots are scheduled to open this Saturday. 50 trees are coming this week for the Earth Day planting. Prairie burns are completed; almost 80 acres were burned.

### **SUPERINTENDENT OF RECREATION**

Supt. Vickers reviewed her report. Spring programs have begun. Easter Events went very well. The teen event had 40 participants and was held at Wheeler Park. The following day was the Bunny Breakfast at SPRC and there were over 400 participants. The Egg Hunt was on Sunday. Even though it was chilly, there were over 1000 participants. Bunny Basket deliveries went to 60 different homes throughout Geneva. A pickleball league has formed for the spring season. Players play at SPRC on Mondays and Wednesdays; nearly 40 people are playing. Peck Farm Park has a new manager, Adam Dagley. Rec staffing is in very good shape. May 20 is the Butterfly Release Party. Mini Golf will open April 30, Sunset Pool on May 28 and Mill Creek Pool and Moore Park Spray Park on June 4. Staff trainings are underway. A Recreation Committee meeting will be held in May. Supt. Vickers will be sending out an invitation email. Fitness facility numbers look very good. There are increases at both facilities but more pronounced at Sunset. Foot traffic at both facilities has increased significantly. Although the facilities have not recovered entirely from Covid, the total membership sales are heading in the right direction. Director Lambillotte advised our goal in the next fiscal year is to bring the numbers back to where they were pre-Covid.

## **NEW BUSINESS**

### **Proposed Budget FY 2022 - 2023**

Supt. Powell reported the Finance Committee (Commissioner Cladis and Commissioner Cullen) met April 11 to review the budget and is recommending approval by the Board. Supt. Powell reported that throughout the budget we will be addressing the recovery impact of Covid, historical information in terms of the District's EAV, tax rates and a comparison of FY 2023 budget that is being presented. Supt. Powell summarized each section of the budget highlighting various changes made to the budget from last year. Vice President Moffat commented on the cost of health insurance the District pays for employees as well as the amount the District contributes to IMRF on behalf of the employee for their pension. He asked if the cost that the District pays for insurance premiums and IMRF contributions for each employee could be noted on their pay stub. Director Lambillotte will look into and report back to the Board. With no further questions, Vice President Moffat made a motion to approve the Proposed Budget FY 2022 – 2023 as presented. Commissioner Cladis seconded. A roll call vote was taken. Cladis-aye, Cullen-aye, Frankenthal-aye, Lenski-aye and Moffat-aye. Five ayes. Motion carried.

### **Budget and Appropriation Ordinance #2022-02 (Draft)**

Supt. Powell highlighted the draft ordinance and reviewed the information with the Board. The ordinance will be presented at a Public Hearing on May 16, 2022 at 7:00 pm and will be presented for approval at the May 16, 2022 Board Meeting. The budget ordinance will be available for public review for more than 30 days.

Playhouse 38 Lease Agreement

Supt. Vickers reported that we are near the end of our lease agreement. Playhouse 38 is on the slower side of recovery; however, enrollment is going up slowly. Supt. Vickers asked the Board to consider entering into a one-year lease instead of a three-year lease as has been done in years past. If we are unable to negotiate the cost of rent to a lesser amount, we could eliminate the storage area from the agreement to eliminate that cost in the agreement. Vice President Moffat asked about the cost of the storage area and our cost to move our equipment to and from the area for productions. Director Lambillotte advised our rate of return on the investment; in our first three years of operation, we have made back \$30,000 of our \$50,000 investment. Commissioner Cladis made a motion to negotiate a one-year lease agreement with Playhouse 38. Commissioner Cullen seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Vice President Moffat made a motion to move into Executive Session at 8:48 pm for the purpose of discussing personnel. Commissioner Cullen seconded. All ayes. Motion carried.

At 9:09 pm the Board returned to the Regular meeting from Executive Session.

ADJOURN

Vice President Moffat made a motion to adjourn the meeting at 9:09 pm. Commissioner Cladis seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox