

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
September 19, 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, President Frankenthal, Commissioner Lenski, Vice President Moffat 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, Assistant Supt. of Recreation Elliott Bortner, and Recreation Coordinator Leah Hurwitz.

Guests: Ron Amen from Lauterbach & Amen, LLP.

Press: None

HEARING OF GUESTS

None

READING OF MINUTES

Vice President Moffat made a motion to approve the Regular Scheduled Meeting Minutes of August 15, 2022 as presented. Commissioner Lenski 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 August financial reports. She reported on the investment report stating we added another 12-month CD with 3.3% rate. We are 33% through the fiscal year and on track with revenue and expenses. Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

Vice President Moffat made a motion to approve the agenda with the exception of moving the Audit-FY 2021/2022 to first item under Old Business. Commissioner Lenski seconded. All ayes. Motion carried.

CORRESPONDENCE

Director Lambillotte shared a thank you card from Carolyn Hill.

AUDIT FY 2021-2022

Ron Amen from Lauterbach & Amen, LLP was present and reviewed the FY 2021-22 Audit Report. Mr. Amen thanked Ms. Powell and staff for providing information early to prepare the audit. The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Geneva Park District for its Annual Comprehensive Financial Report for the fiscal year ended April 30, 2021. This is the eleventh year that the District has received this prestigious award. A copy of the Management Letter was included in the audit report. The audit presents the financial position and operational results of the District. The income statement was reviewed and discussed. Mr. Amen highlighted the Management's Discussion and Analysis for the year ending April 30, 2022 and reviewed various pages in the report. Mr. Amen reviewed and

discussed the IMRF fund. After some discussion, Commissioner Lenski made a motion to approve the Geneva Park District Annual Comprehensive Financial Report for the Fiscal Year ending April 30, 2022 as presented. Vice President Moffat seconded. All ayes. Motion carried.

OLD BUSINESS

MOTION TO RECONSIDER AWARD OF CONTRACT FOR GARDEN CLUB PARK

Executive Director Lambillotte discussed with the board that the bid awarded to D & J Landscaping for Garden Club Park was incomplete due to the omission of some site furnishings and equipment. After a brief discussion, Peter Cladis made a motion to reconsider award of contract for Garden Club Park. Vice President Moffat seconded. All ayes. Motion carried.

AWARD OF CONTRACT FOR GARDEN CLUB PARK

Vice President Moffat then made a motion to award the next lowest bidder to E. Hoffman Inc. for \$335,083 with the Alternate 4 for color concrete. Commissioner Lenski seconded. All ayes. Motion carried.

MILL CREEK COMMUNITY PARK

Executive Director Lambillotte reviewed the final Mill Creek Community Park playground design, overall concept plan and cost estimate that was chosen from the public meeting held on September 8th. A lot of useful and positive feedback was given from the public. She stated staff is working with Upland Design in preparing all information necessary for the OSLAD grant submission which is due by the end September.

COMMUNICATIONS

Executive Director Lambillotte stated the date for the Annual Capital Planning meeting with the Board is still to be determined. It may be later in the year as we are still finalizing our contract for the community needs assessment survey and want to make sure we can include that presentation in our meeting.

Director Lambillotte updated the board that renovation work has begun at Sandholm Park and the district anticipates completion by the end of October. This may not include the shelter as lead times on these types of structures is long.

We have heard back from the Army Corp regarding the Old Mill overlook and have the greenlight to move forward with its replacement. Next steps are bringing it back through the City of Geneva approval process and then putting the project out to bid.

Executive Director Lambillotte stated Dryden Park playground replacement construction is underway and we anticipate its completion by the end of October.

Staff have been monitoring the progress of the Winding Creek development. It is moving forward very rapidly and the Board and staff will need to assess the proper cycle to apply for an OSLAD grant for this development project.

Supt. of Finance & Personnel Powell and Supt. of Recreation Vickers will be attending the NRPA conference in Phoenix, Arizona on September 20th-22nd.

President Frankenthal urged staff and board to attend the Dark Sky Association initiative presentation at the Geneva Library on Thursday, Sept. 22, 2022 at 7 p.m. A resolution will be adopted and presented at a future board meeting.

FUTURE MEETINGS

Capital Board Planning Meeting	TBD	TBD	TBD
October Board Meeting	October 17	7:00 pm	Sunset Community Center
Foundation Meeting	October 25	7:00 pm	Sunset Community Center

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. He stated he has all his full-time and part-time staff in place. He updated the board on his staff schedules and assignment changes for the season. Staff has started on fall organic fertilizing and weed control. Dryden Park Playground replacement has begun and Kids Around the World arrived to remove used play features and will refurbish and re-home that equipment to parts of the world where children are in need. The iconic turtle will be relocated to Sandholm Park. Mr. Gorra stated a meeting with GBA was held to discuss ballfield infield mix for Mill Creek south baseball field. Renovation of the field is slated for October. The Peterson Property water and electrical connections were re-established. Parks will re-bid the purchase of two Ford Maverick hybrids. We have a quote for an all-electric E-Ride street legal utility vehicle. Parks has 4,000 Siberian Squill and Tete-a-Tete daffodils on order for fall planting at Peck Farm.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Fall registration is complete and this was the highest revenue in the past three years. Staff is in the midst of planning programs for the 2023 winter season. Pools are closed and winterization, along with other maintenance projects are ongoing at Sunset and Mill Creek pools. The Board can anticipate reviewing the annual Aquatics Report in December. The Butterfly House had a great season. It closed for the season in conjunction with Autumn Fair. The Hustle S'More is scheduled for September 15th with a 10k, 5k and 1-mile youth run. Staff is preparing for the upcoming Halloween Events, including Halloween HayDay and Escape the Mansion. Mini Golf and both pools participation were lower than normal due to day's closing for the colder weather. BestLife Fitness usage, memberships, and revenue and expenses at both fitness centers were reviewed.

NEW BUSINESS

SAFETY REPORT REVIEW

Supt. of Recreation Vickers reviewed her safety report. Each month our safety committee reviews the accident reports for the District, as well as certificates of insurance. Supt. of Recreation Vickers stated that accident reports were comparable to previous years. Vickers noted that staff remain focused on safety related procedures thru various trainings. She updated on several safety related tasks and projects that have been completed throughout this time period. A list of Safety Person of the Month was reviewed.

BEFORE & AFTER SCHOOL PROGRAM REPORT

Assistant Supt. of Recreation Elliott Bortner and Recreation Coordinator Leah Hurwitz were present to review the Before & After School program report for school year 2021-2022. This is the program's 13th year. Ms. Hurwitz gave an overview of the program participation and hours. Mr. Bortner reviewed the enrollment history. He stated the year ended 2021-2022 with 311 participants. The district currently has 430 enrolled in this 2022-2023 year. He reviewed the revenue and expenses. Ms. Hurwitz reported on the evaluation process. Upon the completion of the school year, a final evaluation is distributed to the parents of the participants in the Kids' Zone program. The evaluations were circulated electronically with a return rate of over 30%. The survey covers a wide variety of topics including safety, communication, quality, content and overall satisfaction with the program. The overall top box score for the entire survey was 89%, with the highest top box scores seen in communication (91%), and professionalism (90%). Recommendations for the upcoming fiscal year were shared. Vice President Moffat made a motion to approve the 2021-2022 Kids' Zone Board Report and the 2022-2023 recommendations as presented. Commissioner Lenski seconded. All ayes. Motion carried.

ENVIRONMENTAL REPORT CARD

The environmental report card is a self-evaluation tool provided to us through our professional association for the purpose of assessing our agency's environmental management practices. Staff has prepared this document for the Board in an effort to show our continued commitment to conservation of natural resources and the protection of our environment. Vice President Moffat made a motion to approve the environmental report card update and the information shared within. Commissioner Lenski seconded. All ayes. Motion carried.

VEHICLE EQUIPMENT REPLACEMENT

Supt. of Parks & Properties Gorra stated the parks department seeks to replace an aged utility vehicle with an all-electric model for use within the parks. This all electric vehicle will produce zero tailpipe emissions in its travels throughout the district and will help reduce both fleet fuel and maintenance costs. It will be particularly well suited for work along trails and in areas where a smaller vehicle would be advantageous. The existing utility vehicle being replaced will be sold off at public auction. Commissioner Lenski made a motion to approve the expenditure

of \$28,767.00 for the purchase of a new E-Ride Industries Patriot utility vehicle. Vice President Moffat seconded. All ayes. Motion carried.

ADJOURN

Vice President Moffat made a motion to adjourn the meeting at 9:04 p.m. Commissioner Lenski Seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox