

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

CALL TO ORDER

Vice President Jay Moffat called the meeting to order at 7:00 p.m.

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte, Accounting and Payroll Manager Linda Fox, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Carl Gorra, Supt. of Finance & Personnel Christy Powell and Manager of Peck Farm Adam Dagley.

Guests: Red Ribbon Week teacher sponsor Lisa Meister, Ashley Andreuccetti and Geneva High School students Sophia Tusl and Daniel Davis; Tim Fara, Geneva Resident

Press: None

HEARING OF GUESTS

Executive Director Lambillotte welcomed the members from Geneva High School that were present to share information about Red Ribbon Week. Geneva High School SADD Club members Sophia Tusl and Daniel Davis spoke to the Board about the purpose of the Red Ribbon Week program and thanked the Board for their continued support. Director Lambillotte stated the Park District supports Red Ribbon week by having a Pizza Palooza night and other family events throughout the week. Lisa Meister expressed Geneva High School's interest in working with the Park District to collaborate on different program areas that may be of interest to high school students. Director Lambillotte suggested someone from the Park District staff could attend one their focus group meetings.

Geneva resident Tim Fara was present to observe the district's meeting.

READING OF MINUTES

Commissioner Cladis made a motion to approve the September 19, 2022 Regular Meeting Minutes as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Lenski 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

Superintendent of Finance & Personnel Powell reviewed the September investment report and the revenue and expenditure reports. The quarterly debt service report was also reviewed with the board. She updated the board on the receipt of the 2nd real estate tax installment. Commissioner Lenski 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

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

CORRESPONDENCE

None. Director Lambillotte reminded the board about the Annual Geneva Chamber of Commerce Awards dinner on Wednesday, November, 16th at Riverside Receptions and Conference Center in Geneva. If any board member would like to attend please let staff know.

OLD BUSINESS

RED RIBBON WEEK RESOLUTION

Representatives of Red Ribbon Week were present at the board meeting to present information to the Board and staff. Vice President Moffat read aloud the Red Ribbon Week Resolution. Commissioner Cladis made a motion to approve the resolution supporting Red Ribbon Week of 2022-2023 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

Director Lambillotte highlighted the projects going on at Sandholm, Garden Club and Dryden Parks. Weather has been cooperating with us so far in our ability to complete the majority of these projects this fall. Structures for Garden Club and Sandholm will be installed in the spring.

We have applied for our IDPH permit and are preparing to go out to bid for the Sunset Pool Bathhouse renovation.

Director Lambillotte stated that all permits from the State of Illinois have been received and staff is preparing to go out for bid to replace the Old Mill Park overlook deck.

Director Lambillotte reminded the board that the Sam Hill Park Dedication will be held at the South Street Athletic Fields on October 22nd at 10am.

A Foundation meeting is scheduled for next week to review and evaluate the Autumn Fair Event. Director Lambillotte expressed her thanks to Park Board Members and staff for contributing to the great success of this annual event.

Supt. of Finance & Personnel Powell, Supt. of Recreation Vickers, Assistant Supt. of Recreation Bortner and Supt. of Parks & Properties Gorra will attend the Legal Symposium on November 4th. Agenda includes: Employment and Labor Laws; Addressing Employee Mental Health Conditions; Tips for Successful Partnerships; Using Intergovernmental Cooperation to Your Advantage While Avoiding Legal Pitfalls; Hot Topics in Park District and Forest Preserve Finance and Borrowing; Compliance with Efficiency Report Requirements and other New Laws from the 102nd General Assembly that Impact Your Agency; Techniques and Procedures for Regulating Vandalism, Drugs, Violence and other Illicit Activity in Parks and Facilities; Public Space First Amendment Fear Factor and Pulpits, Protests and Promotions in Parks.

The IAPD/IPRA Soaring to New Heights Conference will be held January 26-28, 2023. Additional details such as registration and pricing will be shared as information becomes available. Please confirm Board member attendance and if you plan to stay overnight.

A Recreation Committee meeting needs to be scheduled in November. Bre Cullen and Pat Lenski are presently on that committee.

A calendar of upcoming events is enclosed in the board packet.

FUTURE MEETINGS

Foundation Regular Meeting	October 25, 2022	7:00 PM
Recreation Committee Meeting (Pat Lenski & Bre Cullen)	November 7, 2022	11:00 AM
Regular Scheduled Meeting	November 21, 2022	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. He reported that he will have three staff attending PDRMA's Risk Management Institute in November, three park staff will be testing in October for their pesticide licenses and three park staff will be presenting their experiences gained during the first use of electric mowers within the district at the November meeting of The Midwest Institute of Park Executives. Fall organic fertilizer for turfgrass arrived the week of August 29th and applications have been completed. The last fertilizer application of the year, for athletic fields only, will take place in early November. Staff now turns to aeration of heavily trafficked parks, Wheeler being first in line. Broad leaf weed control has been completed at various parks. Dryden Park playground replacement project should be completed late October/early November. Union Pacific Railroad has begun work on installing the third rail track. Consequently, an alternate access to the Fox River Trail from south of Island Park has been created. The existing route next to the tracks is being re-routed through the city water treatment plant. Garden Club Park renovation is in its early stages. The renovation of Mill Creek south baseball field is scheduled for the week of October 17th. Work continues to ready the Peck South barn for winter. The well pump at the Peterson property has been made ready for service with water hookups, re-established and electrical conduit has been installed. Additionally, the 500-gallon propane supply tank has been relocated to its new position closer to the barn, and it has been hooked up to the barn heater. The pools, splash pads and spraygrounds are all being prepared for winter weather. The Parks Department took delivery of its first all-electric road vehicle. Parks has planted 4,000 Siberian Squill and Tete-a-Tete daffodils at Peck Farm. Staff is busy working on removing annual flower beds, trimming back perennial plants, planting fall mums and pansies at Peck Farm, cleaning up the garden plots and preparing for Fall burns.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. The Recreation Committee meeting was scheduled for Nov. 7th at 11am, with Pat Lenski & Bre Cullen. The winter brochure is underway. The Harvest Hustle was held September 24th at Peck Farm which included a 10k option this year. Pizza Palooza is scheduled for October 24th to kick off Red Ribbon Week and staff is busy preparing for Halloween events. The Halloween Hayday and the Dog Parade are scheduled to take place October 22nd. Escape the Mansion was held at SPRC on Oct. 17th and had the highest attendance to date. Stone Creek Mini Golf closed October 2nd for the season. Staff is busy closing down the course for the winter. The Butterfly House has closed for the season. The Community Gardens are slated to close at the end of October and staff are identifying maintenance projects to complete in the off-season. Staff has reported a great season with the gardeners. New programs and events related to gardeners were introduced this year. Ms. Vickers reviewed SPRC & SRFC memberships & revenues along with the Stone Creek Mini Golf season.

NEW BUSINESS

PECK FARM CAMP REPORT

Manager of Peck Farm Dagley reviewed his report. The 2022 season proved to be successful in terms of revenue generation and feedback from participants and their families. Peck Farm camp hosted 967 campers throughout the entirety of the summer with nearly 355 participants taking advantage of the extended care. Peck staff offered a traditional Camp Coyote for children in grades preschool through fifth grade which provided a variety of options to choose from including an all-day program or a ½ day program. Participants were able to sign up for extended care which lasted until 6 pm, giving working families flexibility. Camp Coyote was redesigned with the curriculum to coincide with weekly themes that our games, activities, and lessons would revolve around and could be informed by the natural setting of Peck Farm. We also introduced a couple new elements – “Morning Movements” and “Naturalist Hour”. Revenue, expenses and recommendations were reviewed. The Junior Naturalist Camp was not offered this year due to staffing. Executive Director Lambillotte thanked Adam Dagley for a very successful year with camps at Peck Farm Park, adding it was one of the best in terms of revenue and participation. Commissioner Lenski made a motion to approve 2022 Peck Farm Camp Report and the recommendations as presented. Commissioner Cullen seconded. All ayes. Motion approved.

FVSRA MEMBER CONTRIBUTION REQUEST

Executive Director Lambillotte reported on the FVSRA member contribution. She stated the levy request for the Fox Valley Special Recreation Association for this year is being proposed with an increase of 3%. Staff feels this is fair and reasonable. Commissioner Lenski made a motion to approve the proposed FVSRA member contribution increase of 3% for the 2022/23 budget year. Commissioner Cladis seconded. All ayes. Motion carried.

TAX LEVY ORDINANCE #2022-05 (first draft)

Superintendent of Finance & Personnel Powell advised that this is the first draft of the tentative levy ordinance for next year. She reviewed the timeline and how the numbers are calculated for this Tax Levy Ordinance. Ms. Powell added that the District estimates new growth high which translates into a much higher tax levy to ensure that any new growth is captured. Because we are limited by the tax cap this levy will be reduced by the County to the maximum increase of 5%, less than the 2021 CPI of 7%, over the prior year’s tax extension in addition to any new growth. The levy will be available for public review and will be reviewed again by the Board in November. It will be presented for final approval in December with a public hearing. The ordinance must be filed by the last Tuesday in December.

IAPD CREDENTIALS CERTIFICATE

Director Lambillotte stated the Board and staff will review the resolution on credentials regarding attendance at the annual meeting of the Illinois Association of Park Districts held on January 28, 2023 at the December board meeting.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:25 p.m. Commissioner Cullen seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox