

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

CALL TO ORDER

President John Frankenthal called the meeting to order at 7:01 p.m.

ROLL CALL

President Frankenthal called for the roll. Commissioner Cladis (remote), Commissioner Lenski, Vice President Moffat and President Frankenthal all answered present. Commissioner Cullen arrived at 7:30pm.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Hannah Sterricker, Accounting and Payroll Manager Linda Fox, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Carl Gorra, Supt. of Finance & Personnel Christy Powell, Asst. Superintendent of Recreation Elliott Bortner and Recreation Supervisor Kelly Wales.

Guests: Douglas Jones, Geneva Resident

Press: None

HEARING OF GUESTS

Geneva resident Douglas Jones was present to observe the district's meeting.

READING OF MINUTES

Vice President Moffat made a motion to approve the October 17, 2022 Regular Meeting Minutes as presented. Commissioner Lenski seconded. All ayes. Motion carried. Vice President Moffat made a motion to approve the November 7, 2022 Recreation Committee Minutes 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

Superintendent of Finance & Personnel Powell reviewed the October investment report and the revenue and expenditure reports. It was also shared that the reissue of unlimited bonds is coming up and there will be a hearing in January. 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

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

CORRESPONDENCE

Press clippings from the past month were passed around. Vice President Moffat acknowledged that Marketing and Sponsorship Manager Laura Sprague is doing a phenomenal job. Director Lambillotte shared with the board a thank you note sent from Carolyn Hill and her family as it relates to the park dedication.

**OLD BUSINESS**

IAPD CREDENTIALS CERTIFICATE

Vice President Moffat made a motion to approve the IAPD Credentials Certificate to attend the Annual Meeting on January 28<sup>th</sup> at the IPRA Conference with Nicole Vickers as delegate and Jay Moffat as alternate.

Commissioner Lenski seconded. All ayes. Motion carried.

TAX LEVY ORDINANCE #2022-05 (2<sup>ND</sup> DRAFT)

Supt. of Finance & Personnel Powell presented a second draft to the Board with the attorneys recommended changes to the Tax Levy Ordinance #2022-05. All numbers have remained the same. This draft will be presented during the December Board Meeting Public Hearing at 7:00pm and up for approval at that time.

GARDEN CLUB PARK

Executive Director Lambillotte shared with the board that the Garden Club Park has proved to be more challenging than expected. Large foundation remnants from previous buildings have been found just below grade. Removal would be quite costly and labor intensive. Therefore, the decision has been made to alter the design plan to work around the existing conditions that have been discovered. Executive Director Lambillotte shared the original renderings along with the updated renderings and the necessary changes to bring the project in line with the budget.

COMMUNICATIONS

Executive Director Lambillotte shared that staff attended the Legal Symposium.

The Sunset Pool is approaching it's 27<sup>th</sup> year of operation and with that we are undertaking an assessment of what needs to be repaired and replaced. The greatest expense will be the replacement of the sand filters which are original to the 1996 project. That cost alone will be close to \$400,000. The cost estimate of identified projects is just under a million dollars. We anticipate a three-year capital plan for these repairs and replacement projects. The staff is preparing that plan and it will be presented to the Board at the December meeting.

Staff is in the process of updating our short and long-range goals and objectives.

Executive Director Lambillotte shared that plans are being made for the Wine, Cheese and Trees fundraising event to be held on February 25<sup>th</sup> 2023 at the Geneva Public Library. The Foundation is very excited that the Library is involved in this fundraising event where 70% of the proceeds will continue to go towards planting trees in and around the City of Geneva and our parks.

Executive Director Lambillotte stated that the Island Park drainage project is complete and we have been fully reimbursed by the State of Illinois for the \$100,000 in grant funding.

FUTURE MEETINGS

Public Hearing – Tax Levy	December 12, 2022	7:00 PM
Regular Scheduled Meeting	December 12, 2022	7:05 PM
Foundation Regular Scheduled Meeting	January 17, 2023	7:00 PM

**STAFF REPORTS**

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. The Winter brochure has been released and registration day is December 6<sup>th</sup>, 2022. The Recreation Committee meeting was held on November 7<sup>th</sup>, 2022 where Commissioners Cullen and Lenski attended. Halloween HayDay was held on October 22<sup>nd</sup>, 2022 with very high attendance; over 400 people attended compared to last year's 250 participants. It was a beautiful day and we received many positive comments. Halloween HayDay was the same day as the Sam Hill dedication and the Peck Farm Dog Parade. The Polar Express Story Time Train is coming up on December 3<sup>rd</sup> and 4<sup>th</sup>, 2022. The event will be held on the Metra, as in years past. Peck Farm will be hosting two events this upcoming holiday season; Gingerbread Barn Raising and Bagpipes & Bonfire on December 4<sup>th</sup> and 20<sup>th</sup>, respectfully. On November 5<sup>th</sup>, 2022 each BestLife Fitness Center held an Open House where 22 memberships were sold in total. Ms. Vickers reviewed SPRC & SFRC memberships & revenues.

## SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. He reported that three of the parks staff presented at the Midwest Institute of Park Executives November meeting. The IPRA legal symposium took place on November 10<sup>th</sup>, 2022. Contracted tree pruning has started in six parks and parks staff will prune an additional ten parks. Twelve trees are to be planted through the Living Tree program. Twelve park signs have been replaced throughout the district. Executive Director Lambillotte mentioned that Dryden Park is open to the public. More work will be done in Spring 2023. Supt. of Parks and Properties Gorra shared that Sandholm Woods renovation is underway. The baseball field at Mill Creek is complete. The disc golf course has all new tee posts. The sewer line has been repaired at Island Park. Parks took a delivery of a new water wagon. This piece of equipment will be used for flower and tree watering and as a water source during prairie burns. The Garden Plots have been restocked with organic matter for use next Spring. Supt. of Parks & Properties Gorra shared with the board that the parks department is moving forward with the three-year Natural Area Maintenance Plan.

## **NEW BUSINESS**

### RECREATION COMMITTEE MEETING REPORT

Supt. of Recreation Vickers reported that the Recreation Committee met in the beginning of November where Commissioners Cullen and Lenski were in attendance. During the Spring season there was an increase in attendance for special events, dance, fitness youth programs and athletics. Peck Farm Camps saw an increase of participation during the Summer season as well as athletics and gymnastics. Supt. of Recreation Vickers noted that Pickleball numbers are reflected within the athletic numbers for both seasons. There was a bit of a surprise of dip in numbers during the Summer season for All Star Sports and Youth Variety Programs. Commissioner Lenski asked a question in regards to how we choose which All Star Sport programs to offer. Ms. Vickers answered stating that the classes are continuous year after year. Class time and age may fluctuate year after year but, the type of class typically remains the same. In regards to this particular dip for All Star Sports, it was a camp that did not run that historically has run. Executive Director Lambillotte added that if we see a specific class hasn't run for a number of seasons we will work with the contractor to replace that class with a different class. Vice President Moffat made a motion to approve the Recreation Committee Report for spring and summer 2022 and recommendations for 2023 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

### SUMMER DAY CAMP REPORT

Supt. of Recreation Vickers introduced Recreation Supervisor Kelly Wales, who was absent from the Recreation Committee Meeting to report on traditional and unique Summer Day Camps. Mrs. Wales shared with the board the age/grade break down of the camps and their profits as well as recommendations for next summer.

### COMMUNITY SURVEY LETTER OF AGREEMENT

Jeff Andreasen, President of aQuity Research & Insights Inc. was called and placed on speaker phone while Executive Director Lambillotte shared information about the Community Survey including; why the survey is sent, why it is a blind survey, and how we will be able to separate data collected from Park District users verses non-users. Jeff Andreasen was asked a few questions by the Board Members in regards to the different ways the survey will be sent to Geneva residents, how the focus group options work and length of the survey. Vice President Moffat made a motion to approve the Community Survey Letter of Agreement as presented. Commissioner Lenski seconded. All ayes. Motion carried.

### JAYCEE PARK PLAYGROUND REPLACEMENT CONTRACT

Executive Director Lambillotte reported the playground replacement for Jaycee Park will be scheduled in Spring of 2023. The proposed contract is with Upland Design to assist in renovation. Commissioner Lenski made a motion to approve the Jaycee Park Playground Replacement Contract with Upland Design as presented. Vice President Moffat seconded. All ayes. Motion carried.

### EXECUTIVE SESSION

At 8:33pm Vice President Moffat made a motion to go into Executive Session for the purpose of reviewing executive session minutes. Commissioner Lenski seconded. All ayes. Motion carried.

At 8:40pm the Board returned to the Regular Meeting from executive session. Vice President Moffat made the following motion: A motion to approve executive session minutes dated May 16, 2022; and June 20, 2022 as presented; and approve the release of executive session minutes dated December 13, 2021; January 17, 2022; February 21, 2022; March 21, 2022; April 18, 2022 and June 20, 2022 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Cullen seconded. All ayes. Motion carried.

ADJOURN

Commissioner Moffat made a motion to adjourn at 8:40pm and Commissioner Lenski seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Hannah Sterricker