

**GENEVA PARK DISTRICT  
PUBLIC HEARING  
Tax Levy Ordinance #2022-05  
December 12, 2022  
7:00 P.M.**

CALL TO ORDER

President Frankenthal called the meeting to order at 7:00 p.m.

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Hannah Sterrick, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Carl Gorra, Supt. of Finance & Personnel Christy Powell and, Aquatics & Facility Manager Joey Kalwat.

Press: None

Guests: Larry Gabriel retired Geneva Park District Supt. of Parks & Properties, Frank Parisi with Williams Architects, Judith Harris Aquatics & Fitness Coordinator and, Asst. Supt. of Recreation Kyle Donahue.

TAX LEVY ORDINANCE #2022-05

President Frankenthal opened up the floor for questions regarding the ordinance. Supt. of Finance & Personnel Powell reviewed the tax levy ordinance.

HEARING OF GUESTS

None

At 7:03 p.m. Commissioner Cladis made a motion to adjourn from the public hearing meeting. Commissioner Lenski seconded. All ayes. Motion carried.

With no public comment, President Frankenthal closed the Public Hearing at 7:03 p.m.

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Secretary

Submitted By: Nicole Vickers / Hannah Sterrick

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
December 12, 2022  
7:05 p.m.**

CALL TO ORDER

President John Frankenthal called the meeting to order at 7:04 p.m.

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Hannah Sterricker, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Carl Gorra, Supt. of Finance & Personnel Christy Powell and, Aquatics & Facility Manager Joey Kalwat.

Guests: Retired Geneva Park District Supt. of Parks & Properties Larry Gabriel, Vice President of Williams Architects Frank Parisi, Aquatics & Fitness Coordinator Judith Harris and Asst. Supt. of Recreation Kyle Donahue.

Press: None

HEARING OF GUESTS

Larry Gabriel shared his warm wishes to Executive Director Lambillotte on her retirement. Supt. of Recreation Vickers introduced two new members to the recreation staff; Kyle Donahue our new Asst. Supt. of Recreation and, Judith Harris our new Aquatics and Fitness Coordinator.

READING OF MINUTES

Vice President Moffat made a motion to approve the November 21, 2022 Regular Meeting 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 Cullen seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the November investment report and the revenue and expenditure reports. It was also shared that a CD was purchased in November. Another CD that was purchased will settle on December 14, 2022 at 5% for 12 months. Included in the report is the approved travel expenses for Vice President Moffat to attend the IAPD/IPRA 2023 Conference. By law of the state of Illinois and local government, travel expenses incurred by board members related to official Park District business must be approved by a roll call vote. Vice President Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report and the annual expenditures of \$794.00 for the IAPD/IPRA Conference attendee as presented. Commissioner Lenski seconded. All ayes. A roll call vote was taken with all in favor. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

Marketing media binder of press clippings from the past month were passed around.

**OLD BUSINESS**

TAX LEVY ORDINANCE #2022-05

Supt. of Finance & Personnel Powell asked for approval of the Tax Levy Ordinance #2022-05. Vice President Moffat made a motion to approve the Tax Levy Ordinance #2022-05 as presented. Commissioner Lenski seconded. All ayes. A roll call vote was taken with all in favor. Motion carried.

SUNSET BATHHOUSE RENOVATION

Executive Director Lambillotte shared that the Sunset Pool bathhouse renovation went out to bid. The Park District is working with Williams Architects, in attendance was Williams Architects Vice President Frank Parisi. Two bids were received with Red Feather as the low bidder. Red Feather’s bid was 30% higher than budget allotted. The staff is recommending to rebid in the Summer of 2023 with a Fall/Winter construction period allowing staff to assess the market and budget more appropriately. The board discussed with Mr. Parisi and staff in regards to market demand, supply chain issues, concrete costs and options of cutting costs. Vice President Moffat made a motion to rebid in the Summer of 2023 with a Fall/Winter construction period for the Sunset Pool Bathhouse Renovation and thereby rejecting the bid. Commissioner Cladis seconded. All ayes. Motion carried.

COMMUNICATIONS

Executive Director Lambillotte asked staff and board representatives to set a date in January for the Annual Short and Long Range Plan Committee Meeting. Vice President Moffat and Commissioner Lenski set a meeting date for Monday January 23, 2023 at 2:30pm.

Staff is preparing to begin the 2023-2024 budget process as well as preparing for annual staff evaluations.

Executive Director Lambillotte shared that the first Community Survey meeting is scheduled for the upcoming week where the leadership team will be in attendance.

The IAPD/IPRA Soaring to New Heights Conference will be held January 26-28, 2023.

Wine, Cheese and Trees will be held on the last Saturday in February at the Geneva Public Library for the first time.

A meeting to begin the planning of the Jaycee Park playground renovation will be held this month in preparation for a public meeting early next year.

FUTURE MEETINGS

Regular Scheduled Meeting	January 16, 2023	7:00 PM
Foundation Regular Scheduled Meeting	January 17, 2023	7:00 PM
Long Range Plan Committee (Jay Moffat & Pat Lenski)	January 23, 2023	2:30 PM

**STAFF REPORTS**

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Gorra reviewed his report. The parks staff is preparing for the upcoming snow season and have met to discuss equipment, routes and safety hazards. A meeting was held between four key parks staff members to identify roles. Two groups of two were formed; the trades group and playground group. Both employees tasked to the playground group attended the first of two Playground Maintenance Technician training sessions. The mowing crews met to discuss the recent mowing season. All contracted

tree pruning has been completed. Mr. Gorra shared that the Parks Department will be working with the Green Team from the Unitarian Universalist Society of Geneva to “treecycle” unsold Christmas trees. These trees are chipped up and turned into mulch for District trees. The aged log steppers at Hawks Hallow Playground will be replaced with a recently purchased hammock swing by the Geneva Park District Foundation. The hammock swing is expected to be delivered in February 2023. The park sign for Peck Farm Park is being re-installed after staff refinished it. The sign will return to its former position at the south end of the park to help visibility from the street. Wooden frames for the ice rinks are up and rubber liners will be installed once temperatures drop. Spring seed and vegetative plugs have been ordered as supplies are expected to be limited in 2023. A prairie burn at Peck North was conducted in late November. Parks staff assisted, Foundation Director Jay Womack, with “Battle of the Brush Piles”. The event was held at Wheeler Park with approximately 100 volunteers from five high schools. The volunteers focused on removing invasive plants and trash along the perimeter of the park.

### SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Winter resident registration day began on Tuesday December 6, 2022. Revenue is up 30% compared to this day last year and is even up 30% from pre-COVID numbers. Recreation staff is already working on Spring brochure programming. Ms. Vickers shared a few Winter special events. Hello Santa will be this week on December 13, 2022 where Santa will be calling over 60 children and asking about their holiday wish list. The Polar Express Storytime Train was held over the weekend of December 3<sup>rd</sup> and 4<sup>th</sup>, 2022 and was a huge success. The Gingerbread Barn Raising event was also held that weekend on December 4, 2022. The event was held through Peck Farm but, held at Sunset Community Center to accommodate size. This upcoming weekend on December 18, 2022 will be the annual Jingle Ball dance recital. Nearly 200 dancers are participating which is about a 45% increase from last year. The second annual Bagpipes and Bonfire event is scheduled for December 20, 2022. There are currently 100 people registered to participate. Ms. Vickers shared that each of the fitness centers had comparable numbers in November in regards to revenue and memberships sold. There is a large difference between the number of renewed memberships and new memberships, this is because of the November 2021 campaign that pushed out renewal dates. Foot traffic is continuing to go straight up for both fitness centers.

### **NEW BUSINESS**

#### 2022 SUNSET POOL & MILL CREEK POOL SURVEYS

Aquatics & Facility Manager Kalwat shared that 2022 was Sunset Pool’s 26<sup>th</sup> season of operation and Mill Creek Pool’s 9<sup>th</sup> season managed by Geneva Park District, 16<sup>th</sup> season overall. Mr. Kalwat shared the pool survey results. The aquatics staff sent out 1,567 surveys with 203 or 12.9% responding. The overall top box score was 94.64% which was 1.25% higher than the previous year. The cleanliness of the locker rooms improved by 8% and is attributed to the renovation of the flooring, as it is easier to keep clean and held up very nicely throughout the season. Staff will continue to make changes and improvements to cleaning procedures.

#### 2022 SUNSET POOL & MILL CREEK POOL ANNUAL REPORTS

Aquatics & Facility Manager Kalwat presented the 2022 Annual Pool Reports. The district had a very successful recruiting and hiring season and that is attributed to raising the starting wage to \$15 per hour. Staff conducted lifeguard training, aquatics orientation and facility trainings. Staff participated in a mock scenario training with the Geneva Fire Department where both the Park District staff and the Geneva Fire Department staff participated in real time training exercises. Mr. Kalwat shared that the Aquatics staff received five-star ratings on all three unannounced audits conducted by Stargaurd Elite. This is the highest rating a facility can receive. The pools operated fully during the 2022 season; hours of operation expanded, swim lessons resumed to full capacities, aquatic special events returned and the concessions operations expanded from 2021 COVID-19 restrictions. The District sold 29,687 Sunset Pool season memberships with total attendance of 48,653 people throughout the season and 3,818 Mill Creek Pool season memberships with a total attendance of 9,810 people throughout the season. Mr. Kalwat shared

that there were 24,958 total daily admissions between the two pools and daily admission fees were increased by \$1.00 per admission ahead of the 2022 season. Staff is recommending an increase in pool memberships for the 2023 season. Executive Director Lambillotte interjected that the pools have operated in the black for many years and with the \$15 per hour wage increase we didn't expect that to continue without a membership increase. Commissioner Cladis asked who our biggest competition was and discussion ensued between board members and staff. Commissioner Cladis then asked if we are getting better quality staff because we are paying more or is the quality of staff the same. Supt. of Recreation Nicole Vickers stated that the wage increase gives us a different pool of people to choose from. Mr. Kalwat stated that the quality of training sets us apart as well. Special events returned in the 2022 season including many different themes and free admission days. The middle school events brought in over \$3,000 which is attributed to a DJ being brought in for two of the three scheduled events. Revenue and expenses were covered sharing a net loss. Commissioner Cladis asked about ratios of lifeguards to people in the pool. Mr. Kalwat and Executive Director Lambillotte answered that although we can cut staff on cooler days, extra staff is needed on the hotter days. Mr. Kalwat reviewed the recommendations for the 2023 season including to continue using Starguard Elite, continue selling pool memberships online, hold "flash sales", increase pool membership fees, continue using Starfish Aquatics swim lesson curriculum and integrate the Aquatics Coordinator, Judith Harris into operations. Executive Director Lambillotte shared with the board her great appreciation towards Mr. Kalwat, as he was able to have a very successful pool season aside from his Aquatics Coordinator quitting two weeks before the pools opened.

#### SUNSET & MILL CREEK POOL CAPITAL MEMOS

Aquatics & Facility Manager Kalwat presented to the board the capital memos for the Sunset and Mill Creek Pool respectfully. Mr. Kalwat shared that these projects will be in addition to the money budgeted in the capital accounts. Many of these projects will need to go to bid and then brought back to the board for approval. The proposed projects for Sunset Pool are; pool filter replacement, plunge pool repair at cap and slide, tuff coat install on sprayground surface, pool surfacing paint and repair, turtle and crab refinishing, zero depth pour in place surfacing repair or replacement, deck drain removal and replacement, drop slide tower repairs, funbrella cover replacements, gel coating body slide repair, VBG grate replacement, and the purchase of two robotic vacuums. The total estimate costs for these projects is \$1,140,000.00 to be divided over the next four fiscal years. It was noted that the estimated costs are for budgetary purposes only. The proposed projects for Mill Creek Pool are; main pump bearings repair, hot water heater replacement, star refinishing, lane lines replacement, chemical controller replacement and locker room renovation. The total estimated costs for these projects is \$118,500.00 to be divided over the next four fiscal years. Mr. Kalwat again noted that the estimated costs for these projects are for budgetary purposes only. After some discussion, Vice President Moffat made a motion to approve the Geneva Park District 2022 Sunset Pool & Mill Creek Pool Annual Reports, recommendations for the 2023 season and capital projects as presented. Commissioner Cladis seconded. All ayes. Motion carried.

#### 2023 BOARD MEETING SCHEDULE

Executive Director Lambillotte presented two schedules to the board. Discussion followed. Vice President Moffat made a motion to approve the Monday Board Meeting Schedule for the 2023 calendar year. Commissioner Lenski seconded. All ayes. Motion carried.

#### ADJOURN

Vice President Moffat made a motion to adjourn at 8:30pm and Commissioner Cladis seconded. All ayes. Motion carried.

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Secretary

Submitted By: Nicole Vickers / Hannah Sterricker