CALL TO ORDER
President VanderVeen called the meeting to order at 7:05 p.m. This meeting was held at the Peck Farm Park Orientation Barn.

ROLL CALL
President VanderVeen called for the roll. Commissioner Lenski, Commissioner Moffat and President VanderVeen answered present. Vice President Peggy Condon & Commissioner Frankenthal arrived at 7:11 p.m.

Staff members present were Director Sheavoun Lambillotte, Administrative Assistant Amy McConnell, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Larry Gabriel, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Park Trish Burns and Recreation Supervisor Kelly Wales.

Guests: None

Press: None

HEARING OF GUESTS
N/A

READING OF MINUTES
Commissioner Moffat made a motion to approve the Regular Scheduled Meeting Minutes of July 18, 2016 with the date of the Playhouse Grand Opening being corrected. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS
Commissioner Lenski made a motion to approve the claims and accounts as presented. Commissioner Moffat seconded. All ayes. Motion carried.

TREASURER’S REPORT AND SUPERINTENDENT OF FINANCE REPORT
Superintendent of Finance & Personnel Christy Powell reviewed the July financial reports. Several CDs are maturing this month those dollars will need to be reinvested into new CDs. In regards to the revenue and expenditures financial report we are 25% of the way through the year and we are on target. Also, a line item section has been added for Playhouse 38. Commissioner Moffat asked if typically we ladder CDs & Supt. Powell explained that that is something we try to do, but depending on the rates & timing of having to invest it is not always possible. Commissioner 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 with the change of moving the Audit Transfer-Resolution 2016-06 and the Surplus Property Disposal Resolution 2016-07 directly after Correspondence. Commissioner Moffat seconded. All ayes. Motion carried.

CORRESPONDENCE
Press book was passed round.

AUDIT TRANSFER – RESOLUTION #2016-06
Supt. of Finance & Personnel Christy Powell stated that at the end of each fiscal year, the District transfers a portion of any surpluses remaining for the year from the General and Recreation Fund to the Capital Fund in the form of an Audit transfer. She reviewed the breakdown of the $650,000 transfer showing different projects to which funds will
be allocated and how the remaining funds will be going into the individual fund’s respective fund balance. Commissioner Moffat asked that staff adjust the amount budgeted for next year to be within the expected surplus amount to prevent using fund balance. Commissioner Moffat made a motion to approve the Audit Transfer Resolution #2016-06 authorizing transfer of unexpended funds. Commissioner Lenski seconded. A roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Moffat-aye and VanderVeen-aye. All ayes. Motion carried.

SURPLUS PROPERTY DISPOSAL RESOLUTION #2016-07
The resolution grants the park district formal permission to dispose of surplus property. The property is often traded in for replacement vehicles and/or equipment but sometimes it may simply be disposed of. Commissioner Moffat made a motion to approve the Surplus Property Disposal Resolution #2016-07 as presented. Commissioner Frankenthal seconded. A roll call votes was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Moffat-aye and VanderVeen-aye. All ayes. Motion carried.

OLD BUSINESS
SPRC PLAYGROUND UPDATE
Director Lambillotte shared the final design that the foundation board recommended. Commissioner Frankenthal made a motion to approve moving forward with the SPRC Playground Project per the playground design recommended by the Geneva Park District Foundation Board. Commissioner Moffat seconded. All ayes. Motion carried.

PFP RESTROOM/PARKING LOT UPDATE
Director Lambillotte reviewed the plan to complete both projects & the timeline for such. Commissioner Frankenthal made a motion to approve the contract with ERA in the amount of $12,200 for the final design and construction of the PFP restroom addition. Commissioner Moffat seconded. All ayes. Motion carried.

COMMUNICATIONS
Annual maintenance of both fitness centers is ongoing this month and we are transitioning from summer programming into the fall.

Work continues with the Union Pacific Railroad on its 3rd rail project. Staff is still in the process of finalizing our correspondence as it relates to our granting the UP a temporary construction easement. We anticipate bringing forward the final document with our recommendations to the board for approval in September.

A grand opening celebration for the new Playhouse 38 location will be held Thursday, August 25th.

The Park District is in the process of evaluating all of its natural areas in an effort to put together a work plan to increase the health of all natural areas within the district by eliminating invasive species, controlling tree growth within the prairies and planning for future oak savannahs and other possible desirable tree growth within those areas.

A meeting was held with members of the City’s Cultural Arts Committee to continue dialog as it relates to the possible development of a sculpture park here in Geneva.

Staff met with Brusseau Design Group to discuss the possible updating of the Sunset Ball Field and the renaming of that field.

Work continues in preparation for this year’s Autumn Fair & our next planning meeting is next week. This year we will have live music as an added feature for our guests.

A calendar of events & meetings was provided to the Board. Ms. McConnell clarified that the September board meeting would in fact be at 7 PM, not 6 as indicated on the calendar.
FUTURE MEETINGS
GPD Foundation Autumn Fair Meeting August 23 7:00 p.m.
GPD Foundation Regular Meeting September 13 7:00 p.m.
GPD Board Regular Meeting September 19 7:00 p.m.

STAFF REPORTS
SUPERINTENDENT OF PARKS AND PROPERTIES
Supt. of Parks & Properties Larry Gabriel presented his report. Supt. Gabriel has his staff doing a lot of weed control and a lot of our full timers are being moved back to mowing and general operations due to losing the seasonal help. With the reinstallation of the signs at Wheeler Park staff has done a lot of work to improve the beds around those signs. There are a couple of memorial stones in Wheeler Park that staff have cleaned up for park users to enjoy & staff is working to build up the turf throughout the park. Throughout the whole summer with concerts & movies, the parks department has worked very well with the recreation department to make sure those events have gone smoothly. Jason Black, one of our security staff members, will be featured in the Kane County Chronicle.

SUPERINTENDENT OF RECREATION
Supt. of Recreation Nicole Vickers reviewed her report. Fall registration is underway & we are currently working on our winter brochure which will be utilizing our new RecTrac program. Last week was week two of the four week long training on the new software program. The summer events are coming to a close & they were extremely successful. We are preparing for preschool & Kids’ Zone. Our first children’s production, a mini production and some programs have all been successfully held at the new Playhouse 38 location. Currently Calendar Girls is in rehearsals. Sunset’s membership numbers comparable to last year in revenue & memberships. SPRC did have a slight decline in revenue, but membership numbers are steady. Mini-golf usage & total deposits are high. Numbers for Sunset Pool are high & up from last year. We are exceeding our budget projections with taking on the concessions at Sunset Pool. Mill Creek Pool numbers and usage are comparable to last year.

MANAGER OF PECK FARM PARK INTERPRETIVE CENTER
Manager of Peck Farm Park Trish Burns reviewed her report. Staff has mowed several areas of the prairie to reduce the amount of sweet clover before it went to seed & there has been a significant reduction in useful insects in the prairie due to residents in the area spraying for mosquitos. Autumn Fair preparation is well underway. The Pokemon gathering last Friday had over 300 participants despite the impending bad weather. Kite Fest is this coming Saturday & the following Sunday is the Great Bald Eagle event at Peck. There was a slight decline in Butterfly House visitation compared to last year’s numbers, but the numbers are still good and were still up from prior years.

NEW BUSINESS
POLICY MANUAL UPDATE-VOLUNTEER; ENVIRONMENTAL POLICY; AND PARKS MAINTENANCE
The fourth set of manual updates have been provided for the board to review. Staff has updated each manual with necessary changes. Commissioner Moffat made a motion to approve the following manuals-Volunteer; Environmental Policy; and Parks Maintenance. Commissioner Frankenthal 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. Commissioner Frankenthal made a motion to approve the environmental report card and the information shared within. Commissioner Lenski seconded. All ayes. Motion carried.

BEFORE & AFTER SCHOOL PROGRAM REPORT
Recreation Supervisor Kelly Wales was present to review the Before & After School program report. Ms. Wales gave an overview of the program. The year ended with 373 participants, which was very similar to last year. The District had an overall net profit of 23%. The main expenses for this program are the school rental fees, staff salaries,
administrative expenses, trainings, supplies & site snacks for the kids. Looking at our fees, the community feels that in comparison to other similar programs we are reasonably priced. 27% of this year’s evaluations were returned and we had a lot of positive feedback. Our overall top box score was 90% for the entire survey & we had high scores for our sites being free of safety hazards, organization, functionality & appearance of staff. We had over 30 comments that complimented our staff. We are looking to continue the enrichment programs with Peck Farm & the Geneva library visiting each of the sites. We bused participants from Williamsburg to Western Avenue again in order to accommodate more children into the program. Our capacity is 65 children per site & right now we are at capacity at three of the six sites. We will be focusing on staff training & team building throughout this next year. Also, we’ll be working with the school district on their behavior policy & try to provide some consistency for the children. Bullying has become a big topic & it’s become a focus of ours to work with the children on this important issue. We continue to work closely with FVSRA on inclusion in our programming, its growth & how we are managing that. Commissioner Frankenthal made a motion to approve the 2015-2016 Kids’ Zone Board Report and the 2016-2017 recommendations as presented. Commissioner Moffat seconded. All ayes. Motion carried.

LANDSCAPE ARCHITECT PROPOSALS FOR 2017 PLAYGROUND REPLACEMENTS
Staff has begun planning for the 2017 playground replacements at Esping Park, Kay Lovett Park & Michael Arbizzani Park. Public meetings will be held at those sites to gather input from the residents on the new park designs this fall. Commissioner Moffat made a motion to approve Upland Design’s contract in the amount of $24,825.00 for these 3 playground replacement projects. Commissioner Lenski seconded. All ayes. Motion carried.

SAFETY REPORT REVIEW
Superintendent Vickers delivered a short presentation regarding our safety committee and how it pertains to our district wide risk management practices. Each month our safety committee reviews the accident reports for the district, as well as the certificates of insurance. Also, our district hosted two PDRMA trainings this year on injury prevention. Supt. Vickers reviewed the last few months of safety persons that are recognized throughout the district for exercising safe practices. Director Lambillotte reviewed our safety reporting & training process for the board.

EXECUTIVE SESSION
N/A

ADJOURN
Commissioner Frankenthal made a motion to adjourn the meeting at 8:40 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell