

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
March 20, 2017  
7:00 p.m.**

CALL TO ORDER

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

ROLL CALL

President VanderVeen called for the roll. Vice President Condon, Commissioner Frankenthal, Commissioner Pat Lenski, Commissioner Jay Moffat and President Susan VanderVeen all answered present.

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

Guests: Lisa Stark & Claire Anderson

Press: None

HEARING OF GUESTS

Lisa Stark & Claire Anderson, representatives from the UP Railroad, were both present to address any questions and/or concerns the board had in regards the upcoming UP Railroad 3<sup>rd</sup> rail project.

READING OF MINUTES

Commissioner Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of February 20, 2017 and the Personnel & Policy Committee Meeting of March 7, 2017 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat asked staff about the snow removal charges for Playhouse 38. Also, about possibly reducing the issues of brochures per year and/or only mailing them to residents per their request in order to be more “green”. Commissioner Moffat made a motion to approve the claims and accounts as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

TREASURER’S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the February financial reports. Ms. Powell highlighted on the investment report. She stated the revenue and expense report is very similar to last year and projections show fiscal year figures on budget. Ms. Powell reviewed the Equalized Assessed Value Report from the County. 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 as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

CORRESPONDENCE

Press clippings from the month were available for board to review.

**OLD BUSINESS**

## COMMUNICATIONS

Construction has begun on the spring playground replacement sites, as well as the installation of the net climber at SPRC. Staff hope to have Kay Lovett Park, Michael Arbizzani Park, Stanley Esping Park & the climber at SPRC all complete by Memorial Day weekend.

The Geneva Park District Foundation has two board members resigning in May and we are presently in search of replacements. Barb Riley has agreed to rejoin the board and the Foundation is therefore in need of one more replacement.

The park district will be having a farewell reception for Sam Hill in April to recognize his many years of service to the Geneva Park District and the Geneva Park District Foundation. Sam was a member of the park board from 1983-1991 and a member of the foundation board from 1994-2017. He was also a COG Alderman from May 2001-April 2013.

Three large Austrian pines were removed from Hawks Hollow due to their age and poor health. The park district saved the stumps and had them carved into animal shapes. They turned out really nice. Staff also plan to use large tree cookies from the trees for teaching tools out at Peck.

The City of Geneva has asked that the park district approve their use of the historic Peck House for their annual Christmas ornament for 2017. The board is very supportive of this idea.

The Peck parking lot is presently out to bid and the bid results will be presented to the board at our April meeting. Staff are still working through city and state comments on the restrooms in anticipation of a building permit.

Both Western Ave. and Harrison Street school gym roofs suffered major wind damage over the past winter. The park district owns half of both gyms and is therefore working with the school district to cover the costs of those repairs. It appears insurance will cover the costs and the park district will only share in the deductible costs of \$2,500 for each occurrence.

Somerset and Dryden Parks will both have port o let screens constructed and placed this spring. The screens are similar to screens the district presently has at Eagle Brook and South Street.

Staff welcomed a new full time employee, Ryan Husch. He has filled the position left open by Sara Hawke as the Customer Service Manager at SPRC.

Work continues on the rewriting and updating of the Land Cash Ordinance. The most important pieces affecting future land/cash transactions would be updating the price per acre multiplier that is presently at \$185,000 per acre in Geneva. To give the board some perspective, both Batavia and St. Charles have been revised and are in the \$200,000-\$225,000 range.

NICOR has approached the district to request a utility easement to install a gas main along Keslinger Road at the north end of Mill Creek Park. The total project will span from LaFox Road to Peck Road. Staff are preparing those documents for board review and have begun dialog regarding a possible bike path connection.

Staff has completed annual evaluations as well as salary surveys and recommendations for the upcoming budget year.

Staff is finalizing the 2017/18 proposed budget and will present it for Finance Committee review (Peggy Condon & John Frankenthal) later this month followed by a presentation to the full Board on April 17<sup>th</sup>.

Director Lambillotte reminded the board to be on the lookout for their statements of economic interest which need to be filed by May 1<sup>st</sup>, 2017.

Garden Club has again donated \$2,500 to the park district for purchase & planting of new trees.

**FUTURE MEETINGS**

|   |          |         |
|---|----------|---------|
| Regular Scheduled Board Meeting           | April 17 | 7:00 PM |
| GPD Foundation Meeting (Regular & Annual) | May 4    | 7:00 PM |
| Recreation Committee Meeting<br>(TBD)     | TBD      |         |

**STAFF REPORTS**

**SUPERINTENDENT OF RECREATION**

Supt. of Recreation Nicole Vickers reviewed her report. She highlighted spring registration, our upcoming Easter events & our recent Mom & Son Night event which had 422 participants. Preschool registration for the 2017-18 school year has shown minimal impact due to the school district separating from our program. The Little Mermaid, our next children’s production at Playhouse 38, is in rehearsals. Ms. Vickers reviewed the Sunset Racquetball and Fitness Center and Stephen D. Persinger Recreation Center operations and revenue for the month.

**SAFETY COMMITTEE REPORT**

Supt. Vickers reviewed our risk management practices and gave an overview of our safety program for the past 6 months. Commissioner Frankenthal asked if staff has been trained on active shooter situations and Supt. Vickers assured him that this is something we have covered in training.

**MANAGER OF PECK FARM PARK**

Manager of Peck Farm Park Burns reviewed her report. She reported that staff has been conducting prescribed burns and will continue to do more, depending on the weather. The upcoming Earth Day event at Peck Farm will again have electronics recycling this year, as well as the Geneva Green Market. Commissioner Moffat recommended teaming up with the City of Geneva on adding the Earth Day flyer as an insert in the residents’ utility bills next year.

**SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks & Properties Larry Gabriel reviewed his report. Mr. Gabriel reported that the plantings for the Monarch Butterfly & Honey Bee gardens are doing very well in the greenhouses. Having the seniors & FVSRA participants help in the process was a huge success. Traci Wicks, our Director of Marketing designed beautiful signage for the gardens. Larry Miller, a staff member at Peck, designed “bug houses” to be installed in our parks & Ms. Wicks will be designing signage for those as well. Staff has been busy preparing for the upcoming soccer, baseball & lacrosse season which is set to commence in April. Playground renovations are currently underway and staff has upgraded the toilets & exhaust fans in our outdoor restrooms. Mr. Gabriel is currently interviewing candidates for the open horticulturist position & hopes to have that position filled very soon.

**NEW BUSINESS**

**PLAYHOUSE 38 ADULT CONTENT DISCUSSION**

The board & staff discussed our position regarding adult content in our adult theatre productions. The board asked that staff contact other community theatres in the area & research what their policies are. This topic will be reviewed again at next month’s board meeting.

2017 CHEVROLET VOLT LT BID RESULTS

Commissioner Frankenthal made a motion to approve the purchase of a 2017 Chevrolet Volt LT in the amount of \$31,441.15. Commissioner Moffat seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:37 p.m. Commissioner Moffat made a motion to go into Executive Session to discuss personnel & land acquisition. Commissioner Lenski seconded. All ayes. Motion carried.

The Board returned to the regular meeting at 9:37 p.m.

PERSONNEL POLICY COMMITTEE RECOMMENDATIONS

The Personnel and Policy Committee (Peggy Condon & Jay Moffat) met on March 7 to discuss recommendations for full-time salary and wage proposals in preparation of the 2017-18 budget. Staff provided 2016 accomplishments, an organizational chart, full-time and part-time salary ranges and wage recommendations for board review. Commissioner Moffat made a motion to approve full-time and part-time salary ranges; a full-time average salary increase of 2.64% along with three professional salary adjustments. Commissioner Frankenthal seconded. All ayes. Motion carried.

ADJOURN

Commissioner Frankenthal made a motion to adjourn the meeting at 9:37 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

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Secretary, Board of Commissioners  
Geneva Park District

Submitted By: Sheavoun Lambillotte / Amy McConnell