

**GENEVA PARK DISTRICT
PUBLIC HEARING MINUTES
May 15, 2017
7:00 P.M.**

CALL TO ORDER

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

ROLL CALL

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

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; Foreman of Parks & Properties Ken Kerfoot; Director of Marketing & Public Relations Traci Wicks.

Press: None

Guests: Judge Clint Hull

HEARING OF GUESTS

Judge Clint Hull introduced himself & gave us a brief overview of his role in the community.

REVIEW OF BUDGET AND APPROPRIATION ORDINANCE #2017-5

Supt. of Finance & Personnel Christy Powell stated that the ordinance had been on display for public review for over 30 days at the Park District. There were no questions asked by the guests that were present.

The President waited five minutes and asked for a motion to adjourn the meeting. Commissioner Lenski made a motion to adjourn the Public Hearing Mtg. at 7:15 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

Secretary, Board of Commissioners

Submitted By: Sheavoun Lambillotte / Amy McConnell

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES**

May 15, 2017

7:05 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:15 p.m.

ROLL CALL

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

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; Foreman of Parks & Properties Ken Kerfoot; Director of Marketing & Public Relations Traci Wicks.

Press: None

Guests: Clint Hull

HEARING OF GUESTS

Director Lambillotte recognized Bill Braun, a Parks Department employee of 30 years.

READING OF MINUTES

Commissioner Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of April 17, 2017 and the Recreation Committee Meeting Minutes of May 8, 2017 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Vice President Condon 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 Christy Powell reviewed the April financial reports. This is the 12 month Revenue and Expenditure Report. Supt. Powell stated that there will be some adjustments to the report as we continue with making year-end accounts payable adjustments. Supt. Powell pointed out that these are preliminary numbers and may change slightly once the audit is complete, but this report serves as a good estimate. Commissioner Lenski made a motion to approve the Superintendent of Finance Report as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

The press book was passed around to the board members. The 2017 Kane County Certificate of Family Recreation Award was presented.

OATH OF OFFICE-ELECTED PARK BOARD MEMBERS

President Susan VanderVeen & Commissioner Pat Lenski were sworn in by Judge Clint Hull.

ANNUAL MEETING – Temporary Adjournment to Annual Meeting

Commissioner Lenski made a motion to adjourn the Regular Scheduled Meeting to go into the Annual Meeting at 7:21 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

Commissioner Lenski made a motion to return to the Regular Meeting at 7:32 p.m. Vice President Frankenthal seconded. All ayes. Motion carried. The Annual Meeting was adjourned and the board returned to the regular meeting.

OLD BUSINESS

BUDGET AND APPROPRIATION ORDINANCE #2017-5

Supt. of Finance & Personnel Powell stated that the ordinance had been available for public inspection at the Park District for thirty days. A notice was published in the local newspaper and the ordinance will be filed with the county. Commissioner Condon made a motion to approve the 2017-2018 Budget Ordinance #2017-5 as presented. Commissioner Lenski seconded. A roll call vote was taken. Condon–aye, Frankenthal–aye, Lenski–aye, VanderVeen–aye. Four ayes. Motion carried.

ADA AUDIT COMPLIANCE UPDATE

Each year in our capital plan, staff takes on a number of projects to continue to meet the requirements of our ADA accessibility audit. After having reviewed a memo summarizing current ADA projects, staff asks for the board’s formal commitment to continued compliance. Commissioner Frankenthal made a motion to support staff in their continued commitment to address items on our ADA accessibility audit. Commissioner Lenski seconded. All ayes. Motion carried.

STAFF PRESENTATION

Director of Marketing & Public Relations gave a short presentation on our newly designed website.

COMMUNICATIONS

The Annual Meeting of the Geneva Park District Foundation was held on May 4. We said goodbye to 2 long time board members & welcomed Barb Riley back to the board. We are still in search of one more board member.

Construction has begun on the Peck Farm parking lot project. Our biggest challenges so far have been the weather and the phasing required to keep areas open to the public during construction.

We had our final meeting in regard to the upcoming Sunset ballfield renovation. The project will be bid later this month.

We have received IDPH approval to move forward on the Mill Creek Pool spray ground and look forward to that project going out to bid later this month as well. Construction is set to begin after the pool closes in the fall.

FUTURE MEETINGS

Foundation Autumn Fair Meeting	June 13, 2017	7:00 PM
Regular Scheduled Meeting	June 19, 2017	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks and Properties Larry Gabriel reviewed his report. Staff has been keeping on top of the mowing & weed spraying with all of the recent rainfall. They are on track with getting everything open in time. Our second open house at the Greenhouse was very well attended. Our new horticulturist is doing very well. The Esping, Lovett and Arbizzani park renovations & the new climbing structure at SPRC are all on schedule for completion very soon, even though we have had some delays due to weather. Commissioner Condon commended staff on the great job they did in replacing the Good Templar Bridge.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. The recreation team has been very busy getting ready for the upcoming season. This past weekend our production of The Little Mermaid sold out all four shows. The second cast is performing this coming weekend & we are on the fast track to selling those shows out as well. Registration day was May 9th & we are happy to report our numbers are up from last year. Stone Creek opened this past weekend to record numbers with a very large crowd. Both pools are well on their way to being ready

for opening. Revenues for both Sunset & SPRC were reviewed.

MANAGER OF PECK FARM PARK

Peck Farm Park Manager Trish Burns reviewed her report. The water is turned on for the nature playground & it continues to be very busy. The Butterfly House opens this weekend and the release party is on Saturday. The Peck Family will be visiting Peck Farm towards the end of June. There were over 500 visitors for the Earth Day event on April 22nd. Tomorrow Trish will be hosting the Kane County Naturalist Program graduation, along with even more people recertifying.

NEW BUSINESS

RECREATION COMMITTEE REPORT

Supt. of Recreation Nicole Vickers reviewed the Recreation Committee report. The Recreation Committee consisted of John Frankenthal & Susan VanderVeen. Ms. Vickers stated that many of the goals from last year were completed. She reviewed the comparisons of the seasons and discussed the upcoming recommended 2017-2018 goals and objectives from the staff. Vice President Frankenthal made a motion to approve the Recreation Committee Report and goals and objectives as presented. Commissioner Condon seconded. All ayes. Motion carried.

FVSRA BOARD APPOINTMENTS

Each year, the FVSRA requires formal recognition of GPD's appointment to their board. Commissioner Condon made a motion to approve the appointment of Sheavoun Lambillotte to represent GPD on the FVSRA with Christy Powell and Nicole Vickers appointed as alternates. Vice President Frankenthal seconded. All ayes. Motion carried.

SPRC PARKING LOT SEALCOATING PROJECT

Supt. Gabriel reviewed a memo outlining their request to repave the SPRC parking lot. Vice President Frankenthal made a motion to approve Midwest Sealcoat in the amount of \$19,316 to repave, repair and stripe the SPRC parking lot. Commissioner Lenski seconded. All ayes. Motion carried.

VEHICLE/AUCTION SUMMARY

Supt. Gabriel reviewed a memo and summary of our 2016/17 vehicle replacement budgeted vs actual costs. Through competitive bidding and auction, the park district saved \$26,469 over what was budgeted for vehicle replacement.

CITY OF GENEVA TRANSFER OF PROPERTY ORDINANCE #2017-6

In an effort to move forward with accepting a transfer of the property from the City of Geneva to the Geneva Park District, referenced property located west of Route 25 and north of Bennett Park. Commissioner Condon made a motion to approve the Transfer of Property Ordinance #2017-6. Vice President Frankenthal seconded. A roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, VanderVeen-aye. Four ayes. Motion carried.

CITY OF GENEVA WHEELER PARK SIGN EASEMENT AGREEMENT

An easement agreement requested by the City of Geneva to place a welcome sign at the north end of Wheeler Park along Route 31 was reviewed by staff & the board. Commissioner Lenski made a motion to approve the City of Geneva Wheeler Park Sign Easement Agreement as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

PERSONNEL POLICY MANUAL UPDATE

Supt. Powell reviewed a memo outlining a proposed change to our sick payout policy. Vice President Frankenthal made a motion to accept the proposed change to our personnel policy manual regarding our sick payout policy as presented. Commissioner Condon seconded. All ayes. Motion carried.

WHEELER PARK DISC GOLF TEE BOX INSTALLATION

Supt. Gabriel reviewed a memo outlining a recommendation to outsource the construction of the remaining tee box structures on the Wheeler Park disc golf course. Commissioner Lenski made a motion to approve RLS Landscape to complete work on the project in the amount of \$14,660. Commissioner Condon seconded. All

ayes. Motion carried.

ESPING PARKING LOT ASPHALT PAVING PROJECT

Supt. Gabriel reviewed a memo outlining staff's request to repave the Esping Park parking lot. Commissioner Condon made a motion to approve Evan's and Son Blacktop in the amount of \$22,979 to repave, repair and stripe the SPRC parking lot. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:28 p.m., Commissioner Condon made a motion to go into Executive Session for the purpose of reviewing executive session minutes, as well as for personnel & land acquisition. Vice President Frankenthal seconded. All ayes. Motion carried

The board returned to the regular meeting from executive session at 8:50 p.m. Vice President Frankenthal made a motion to approve executive session minutes dated November 14, 2016; December 12, 2016; January 16, 2017; March 7, 2017; and March 20, 2017 as presented; and approve the release of executive session minutes dated October 17, 2016; November 14, 2016; and December 12, 2016 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Lenski seconded. All ayes. Motion carried.

ADJOURN

Vice President Frankenthal made a motion to adjourn the meeting at 8:50 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Amy McConnell

**GENEVA PARK DISTRICT
ANNUAL MEETING
May 15, 2017**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:21 p.m.

ROLL CALL

President VanderVeen called for the roll. Vice President Peggy Condon, Commissioner John Frankenthal, Commissioner Pat Lenski & President Susan VanderVeen answered present. Commissioner Jay Moffatt was absent.

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; Foreman of Parks & Properties Ken Kerfoot; Director of Marketing & Public Relations Traci Wicks

Guest: Clint Hull

Press: None

PRESIDENT'S ANNUAL REPORT

President VanderVeen read the President's annual report which is attached to these minutes.

ELECTION OF PRESIDENT PRO TEM

President VanderVeen asked for nominations for President Pro Tem. Commissioner Lenski nominated Vice President Condon as President Pro Tem. Commissioner Frankenthal seconded. All ayes. Motion carried.

NOMINATION FOR PRESIDENT

President Pro Tem Condon asked for nominations for President. Commissioner Frankenthal nominated and made a motion to approve Susan VanderVeen for President. Commissioner Lenski seconded. All ayes. Motion carried.

NOMINATION FOR VICE PRESIDENT

President Pro Tem Condon asked for nominations for Vice President. Susan VanderVeen nominated and made a motion to approve John Frankenthal for Vice President. Commissioner Lenski seconded. All ayes. Motion carried.

APPOINTMENT OF TREASURER AND SECRETARY

President Susan VanderVeen appointed Commissioner Pat Lenski as Treasurer and Sheavoun Lambillotte as Secretary.

APPOINTMENT OF FOIA OFFICERS, OMA OFFICERS & ADA COORDINATOR

President Susan VanderVeen appointed Sheavoun Lambillotte, Christy Powell & Amy McConnell each as both FOIA & OMA Officers; and Supt. Larry Gabriel as the ADA Coordinator.

COMMITTEE APPOINTMENTS

Proposed committee appointments were reviewed. Director Lambillotte asked if anyone had any changes. With there being no changes, Commissioner Condon made a motion to approve the proposed committee appointments as presented. Commissioner Lenski seconded. All ayes. Motion carried.

Commissioner Lenski made a motion to adjourn the annual meeting at 7:32 p.m. and return to the Regular meeting. Vice President Frankenthal seconded. All ayes. Motion carried.

Submitted By: Sheavoun Lambillotte / Amy McConnell

President's Message 2017

Another busy year at the park district is now in the books.

We renovated 5 neighborhood playgrounds: Linden and Shannon in the Fall 2016 and Kay Lovett, Michael Arbizzani and Stanley Esping in Spring 2017. We have continued our practice of presenting proposed park designs to the neighborhood with a cookout, in an effort to garner resident feedback. This has proved very successful with great turnouts and feedback. The residents are very happy with the new playgrounds because they had a say in the final designs.

Peck Farm continues to be very popular with Geneva residents and visitors. One new addition is a beautiful sculpture, Prairie Girl, which graces the Sensory Garden. Local Geneva artist, Larry K. Johnson, designed it to represent the wonders of youth and nature. It was installed and then dedicated in October with the artist, representatives of the Cultural Arts Committee & the Starshine Galaxy Foundation NFP who helped raise funds to bring the project to fruition. It is a welcoming feature at the entrance of Peck Farm Park.

The museum, butterfly house, Hawks Hollow and the prairie paths draw so many crowds that the parking lot is being expanded to accommodate more park patrons. Additional restrooms are in the planning phase as well. As a park district, we strive to be as sustainable as we can. Some of our past initiatives include replacing light fixtures with LEDs, replacing the Peck Farm pavers with permeable ones and recently replacing a fleet vehicle with a 2017 Chevy Volt to use for park business within our district. Seven butterfly gardens were added to seven of our parks to fortify butterfly habitat in Geneva. Over 500 people were in attendance for our annual Earth Day event. We were able to recycle over 1000 pounds of electronics and 4000 pounds of paper were shredded.

Playhouse 38 celebrated its move to 321 Stevens St. in August with a grand opening performance of Calendar Girls to sellout crowds. The move has allowed room for larger audiences and more performing arts classes and programming.

In January, 2017, GPD received its 3rd Distinguished Agency Accreditation with an impressive 497.7 out of 500 points. This accreditation is a very rigorous process by which state & national park professionals rate an agency's policies and procedures in the categories of legal, general management, finance and business operations, facilities and parks, personnel, and recreation services against best practices in the industry. It is outstanding that we have received this acknowledgement with a near perfect score. This speaks volumes about the dedication and professionalism of our staff. Kudos to the staff for this very prestigious recognition and a job well done!

GPD also received its 5th consecutive Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

The huge task of changing our outdated recreation/registration software was completed in time for the Winter 2016 registration. It was an arduous process that the staff completed professionally and seamlessly. The Geneva Park District worked with the Geneva Park District Foundation to fund a new playground at the Persinger Center soccer fields which opened to smiling faces on Memorial Day weekend.

The park district launched a revamped website in April 2017. The newly designed website offers users a modern design, user-friendly navigation and mobile responsive capabilities. We encourage everyone to check it out at genevaparks.org.

Over 45 new trees were planted throughout Geneva parks, many due to the generous donations from the Geneva Park District Foundation, the Natural Resources Committee of Geneva & the Geneva Garden Club.

September brought another successful Autumn Fair. Many thanks to the Geneva Park District Foundation volunteers who work tirelessly to raise money for park improvements and beautification.

The Park District continues to enhance recreational opportunities for our residents through our many successful partnerships with the School District on Kids' Zone, park sites and numerous other cooperative projects & programs, with the City of Geneva & the County on the Community Garden, with the Natural Resources Committee on Earth Day, with the library on 7th Street Park, with the Chamber of Commerce on Swedish Day's "Kids Day" and "Geneva's Got Talent," with the Fox Valley Folk Music Society on Folk Fest, and with the Cultural Arts Commission on Shakespeare in the Park and the Geneva Film Festival. Our successful partnerships are a strong example of how together, as a community, we can achieve so much more than we can individually.

It bears repeating that our successful partnerships with other governmental bodies continue to make Geneva a great place to work, live and play. I am truly grateful to live in a community with such a great park district and to work with the dedicated staff and volunteers. Thank you.