

**GENEVA PARK DISTRICT
PUBLIC HEARING
Tax Levy Ordinance #2016-08
December 12, 2016
7:00 P.M.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:05 p.m.

ROLL CALL

President Vander Veen called for the roll. Vice President Condon, Commissioner Frankenthal, Commissioner Lenski, Commissioner Moffat and President 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, Facility/Aquatic Manager Mickey Boyle & Recreation/Aquatic Supervisor Sarah Sielisch.

Press: None

Guests: None

TAX LEVY ORDINANCE #2016-08

President VanderVeen opened up the floor for questions regarding the ordinance.

HEARING OF GUESTS

None

At 7:12 p.m. Commissioner Moffat made a motion to adjourn from the public hearing meeting. Commissioner Frankenthal seconded. All ayes. Motion carried.

With no further public comment, President VanderVeen closed the Public Hearing at 7:12 p.m.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
December 12, 2016
6:00 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 6:02 p.m.

ROLL CALL

President Vander Veen called for the roll. Commissioner Frankenthal, Commissioner Lenski, Commissioner Moffat and President VanderVeen all answered present. Vice President Condon arrived at 6:04 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, Recreation/Aquatic Supervisor Sarah Sielisch and Facility/Aquatic Manager Mickey Boyle.

Press: None

Guests: None

HEARING OF GUESTS

N/A

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of November 14, 2016 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner 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 November financial reports & we have made budget on all funds. Commissioner Lenski made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

Press book was passed around for the Board to review. A family that participated in the Harvest Hustle send us a holiday card thanking us, as they were able to use a family picture from the event on the card.

OLD BUSINESS

TAX LEVY ORDINANCE #2016-08

Supt. of Finance & Personnel Powell stated this is the third draft of the ordinance presented to the board and it has remained the same. There have been no changes made to the ordinance since the October board meeting. The ordinance will be filed with the Kane County Clerk before the last Tuesday in December. Commissioner Moffat made a motion to approve the Tax Levy Ordinance #2016-08 as presented. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

MILL CREEK POOL SPRAYGROUND CONTRACT

Commissioner Moffat made a motion to approve the contract for Williams Architects at a cost of \$27,000 for

design services for the Mill Creek Pool Sprayground up to and including project completion. Commissioner Frankenthal seconded. All ayes. Motion carried.

SPRC PLAYGROUND UPDATE

The proposed updated location of the new climbing playground at SPRC was shared with the board. After reviewing staff’s reasoning, the board was in agreeance with moving forward with the new location. The board requested that more trees be planted for shade, as well as making sure any ADA accessibility issues that can be addressed are taken care of during the installation process.

COMMUNICATIONS

Director Lambillotte stated the Annual Short and Long Range Plan Committee meeting will need to be scheduled in January with staff and two board representatives, John Frankenthal and Jay Moffat. A meeting was set for January 9, 2017 at 4:30 p.m.

Staff met with the School District to revisit some changes that may or may not be brought to our preschool program. Further updates will be provided at the January board meeting.

A meeting was held with the Geneva Baseball Association as it relates to the renovation of the Sunset Ballfield. They were very supportive and enthusiastic about the project and are approaching their association in seeking funding and perhaps in kind services from the GBA that will help offset total project cost.

Work continues in working toward a solution to get the pre-fabricated restroom structure completed at Peck Farm. After much dialog with the City of Geneva and the State Plumbing inspectors it appears our best option will be to order the building shell and contract an Illinois licensed plumber to do all the build out and connections of the plumbing for the building.

FUTURE MEETINGS

Long Range Plan Committee (John Frankenthal & Jay Moffat)	January 9, 2017	4:30 PM
Regular Scheduled Meeting	January 16, 2017	7:00 PM

STAFF REPORTS

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Burns reviewed her report. The volunteer recognition dinner last week had 70 people in attendance & went very well. The Kane County Naturalist Program continues to be very popular and there are a total of about 20 people signed up for each of the 2 core classes being offered.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks Gabriel reviewed his report. Staff members are currently working on winter projects such as picnic table repair, sign refinishing and refuse barrel maintenance. Ice rink construction has started and depending on the weather may be finished up once cooler temperatures arrive. Staff plan on clearing snow off of the walking paths at Peck Farm Park & Wheeler Park, as their schedules allow with the facilities being a priority. Adam Hodge is the new employee hired on at Peck Farm and his first day was today.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Winter registration was held on December 6. Ms. Vickers noted that the Polar Express Story Train event was held on December 3 & 4 and that holding the lunch portion at Aurelio’s pizza was hugely successful again this year. Staff did a wonderful job. Supt. Vickers commended staff on a job well done in the implementation of the new registration software, as due to their efforts Registration Day was extremely successful. Elf Jr will take the stage again this coming weekend at Playhouse 38 & Jacob Marley’s Christmas Carol is finishing up its run on December 22nd & 23rd. SRFC and SPRC membership and revenue were reviewed.

NEW BUSINESS

2016 SUNSET POOL & MILL CREEK POOL SURVEYS

Supt. Vickers reviewed the surveys for both pools. Most top box scores for both pools were in the 90th percentiles. The overall top box score for the entire survey at Sunset Pool was 91.1% and for Mill Creek Pool it was 91.2%. As typical with all surveys, staff evaluates the results and makes adjustments where necessary to elevate the facilities. Satisfaction was again high for Staff Appearance, Professionalism & Safety. Cleanliness of the pools will continue to be one of the main focuses for the upcoming season.

2016 SUNSET POOL & MILL CREEK POOL ANNUAL REPORTS

Facility/Aquatic Manager Mickey Boyle and Recreation/Aquatic Supervisor Sarah Sielisch was present to review the report. Mr. Boyle reviewed the 2016 Annual Pool Report based on the operating year being March 1, 2016 through February 28, 2017. The 2016 pool season ran from May 28, 2016 to September 5, 2016. This allowed 101 days of operation with ten partial days that required closures due to weather. Mr. Boyle also reviewed the season pass fees and daily fees and stated that staff does not recommend any changes on pricing for the upcoming season. Our fees remain competitive with surrounding area pools. The revenue and expenses were reviewed. Mr. Boyle reviewed the recommendations for the 2017 season. Commissioner Moffat made a motion to approve the Geneva Park District 2016 Sunset Pool & Mill Creek Pool Annual Reports with the recommendations for the 2017 season as presented, as well as providing a report on how the cleanliness concerns will be addressed moving forward. Commissioner Lenski seconded. All ayes. Motion carried.

TEMPORARY ADJOURNMENT TO PUBLIC HEARING

Commissioner Lenski made a motion to temporarily adjourn from the regular meeting at 7:05 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

The Board came back into the Regular Meeting at 7:12 p.m. President VanderVeen called for the roll. Vice President Condon, Commissioner Frankenthal, Commissioner Lenski, Commissioner Moffat and President Vander Veen all answered present.

2017 BOARD MEETING SCHEDULE

The regular scheduled board meetings will be held on the third Monday of the month at 7:00 p.m. except for the December board meeting, which will be held at 6:00 p.m. on the second Monday. The 2017 board meeting schedule needs to be approved and will be sent to local media as required by law. Commissioner Lenski made a motion to approve the 2017 Board Meeting Schedule as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

TRAVEL ORDINANCE #2016-09

Commissioner Moffat made a motion to approve the Travel Ordinance #2016-09 as presented. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

SRFC IMPROVEMENTS PLANNING CONTRACT

Commissioner Moffat made a motion to approve the contract with Williams Architects in the amount of \$23,400 for the work to review the facility's roof, the HVAC units, the structural integrity of the racquetball court walls, and the ADA accessibility issues we face at SRFC. Commissioner Frankenthal seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 7:26 p.m., Commissioner Lenski made a motion to go into Executive Session for the purpose of discussing personnel. Commissioner Frankenthal seconded. All ayes. Motion carried.

The board returned to the regular meeting at 7:30 p.m.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 7:30 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell