

GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
August 21, 2017
7:00 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:01 p.m. This meeting was held at the Peck Farm Park Orientation Barn.

ROLL CALL

President VanderVeen called for the roll. Commissioner Condon, Vice President Frankenthal, Commissioner Lenski, Commissioner Moffat and President VanderVeen 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, Director of Marketing & Public Relations Traci Wicks, Recreation Coordinator Jake Kaplan, SPRC Customer Service Manager Mike Hay, SCC Customer Service Manager Hannah Sterricker and Recreation Supervisor Kelly Wales.

Guests: None

Press: None

HEARING OF GUESTS

Director Lambillotte welcomed three new staff members to the Geneva Park District team. Jake Kaplan, our new Recreation Coordinator; Mike Hay, our new SPRC Customer Service Manager; & Hannah Sterricker, our new SCC Customer Service Manager.

READING OF MINUTES

Vice President Frankenthal made a motion to approve the Regular Scheduled Meeting Minutes of July 17, 2017 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. Vice President Frankenthal 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. Commissioner Condon 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 Frankenthal made a motion to approve the agenda as presented. Commissioner Moffat seconded. All ayes. Motion carried.

CORRESPONDENCE

Press book was passed round.

OLD BUSINESS

PFP RESTROOM IMPROVEMENTS BID RESULTS

Director Lambillotte reviewed the bid results and our options for moving forward with the project. Commissioner Lenski made a motion to table the decision so that further research into other options can be obtained & presented to the board. Vice President Frankenthal seconded. All ayes. Motion carried.

CONSIDERATION AND APPROVAL OF THE PURCHASE OF REAL ESTATE

Commissioner Lenski made a motion to move into Executive Session at 7:49 pm to discuss the real estate contract presented. Vice President Frankenthal seconded.

The board returned to the regular meeting at 7:53 pm. Commissioner Moffat made a motion to approve the purchase of 37W710 Fabyan Parkway, Geneva in the amount of \$167,500. Vice President Frankenthal seconded. A roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Moffat-aye & VanderVeen-aye. 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 began this week on the construction of the new sprayground at Mill Creek Pool.

The Capital Planning Meeting will be on Monday, October 16th prior to the board meeting.

The Campana project was before the plan commission in Batavia for a second time on August 16th. More public comment is expected at the next meeting as well. Also, a new development proposed for the Cetron property went before the COG Plan Commission on August 10th. Information on this and other possible developments was provided to the board.

The SPRC Net Climber Ribbon Cutting is set for Saturday, October 14th at 10:30 a.m. Due to the Geneva Park District Foundation’s large donation of the net climbing structure for this park location & their continued dedication to beautifying our parks Commissioner Moffat made a motion to name the location Foundation Park. Commissioner Condon seconded. All ayes. Motion carried.

Work continues in preparation for this year’s Autumn Fair.

A calendar of events & meetings was provided to the Board.

FUTURE MEETINGS

GPD Foundation Regular Meeting	September 12	7:00 p.m.
GPD Board Regular Meeting	September 18	7:00 p.m.

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Larry Gabriel presented his report. Our Peck Farm and West Side Parks Foreman Adam Schultz has resigned, as well as one of our Security staff members Steve Diemand. We hope to fill those two positions with qualified candidates soon. Several of the new Monarch & Honey Bee gardens have been installed under our new horticulturist’s direction & staff has done a wonderful job on this project. Supt. Gabriel reported that staff was able to get the trail re-opened at Island Park after the recent flooding of the island. They are currently working to restore the turf throughout the park. The tennis courts at Logan Street are now complete & look great. 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. Due to the flooding of Island Park several of

the Concerts in the Park were moved over to River Park. This was a very popular location & we look to consider moving the concerts there moving forward due to the great turnout and the accessibility of the park.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Fall registration is underway & we are currently working on our winter brochure. The summer events are coming to a close & they were extremely successful. Summer programming is also coming to an end. We are preparing for preschool & Kids' Zone. Mill Creek Pool has closed and staff received an overall 5 Star audit for this pool season. Mini-golf usage & total deposits are high. Staff continues to meet to review the fitness marketing ideas provided from the consultant & we plan to start implementing those in our facilities. Revenues for both Sunset & SPRC were reviewed.

MANAGER OF PECK FARM PARK INTERPRETIVE CENTER

Manager of Peck Farm Park Trish Burns reviewed her report. Invasive cattails were removed from the pond on the North side of Peck. Autumn Fair preparation is well underway. The Great American Solar Eclipse viewing party today and our Back to School Party held this past Saturday both held at Peck each had over 300 participants. Butterfly House donations were very strong this past month.

NEW BUSINESS

AUDIT TRANSFER – RESOLUTION #2017-08

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 made a motion to approve the Audit Transfer Resolution #2017-08 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 #2017-09

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 Condon made a motion to approve the Surplus Property Disposal Resolution #2017-09 as presented. Commissioner Moffat seconded. A roll call votes was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Moffat-aye and VanderVeen-aye. 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 Moffat made a motion to approve the environmental report card and the information shared within. Vice President Frankenthal 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 376 participants, which was very similar to last year. The District had an overall net profit of 29%. 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. 36% of this year's evaluations were returned and we had a lot of positive feedback. Our overall top box score was 89% for the entire survey & we had high scores for our sites being free of safety hazards, organization, functionality & program meets personal expectations of families. We had several 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. 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. Vice President Frankenthal made a motion to approve the 2016-2017 Kids' Zone Board Report and the 2017-2018 recommendations as presented. Commissioner Lenski seconded. All ayes. Motion carried.

LANDSCAPE ARCHITECT PROPOSALS FOR 2018 PLAYGROUND REPLACEMENTS

Staff has begun planning for the 2018 playground replacements at Frank Burgess Park & Elm Park. Public meetings will be held at those sites to gather input from the residents on the new park designs this fall. Commissioner Condon made a motion to approve Hitchcock Design Group's contract in the amount of \$15,405.00 for these 2 playground replacement projects. Commissioner Moffat 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. Supt. Vickers reviewed the last few months of safety persons that are recognized throughout the district for exercising safe practices. Vice President Frankenthal suggested that staff take a course to review how & when to use fire extinguishers.

BIKE TRAIL MAP REVIEW

In an effort to better educate the community about the park district's 69 miles of walking and biking trails, staff has been working on a printed piece promoting those trails and promoting all the places to visit along the way. We hope to make them available along the trails, at our facilities, and through the Chamber of Commerce, City, Library, Etc. The board reviewed the map & discussed possibly changes to the draft with staff.

EXECUTIVE SESSION

At 9:03 p.m. Commissioner Moffat made a motion to enter into Executive Session for the purpose of discussing Land Acquisition. Vice President Frankenthal seconded. All ayes. Motion carried.

The board returned to the regular meeting at 9:26 p.m.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 9:26 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell