

**GENEVA PARK DISTRICT**  
**REGULAR SCHEDULED MEETING MINUTES**  
**October 16, 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 Frankenthal, Commissioner Pat Lenski, Commissioner Moffat and President Susan VanderVeen answered present. Commissioner Condon arrived at 7:02 p.m.

Staff members present were Executive 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 Traci Wicks.

Guests: Red Ribbon Week co-sponsor Becky Furnish and co-president Divya Patel.

Press: None

HEARING OF GUESTS

Geneva High School Star Club co-president Divya Patel spoke to the board about the purpose of the Red Ribbon Week program and thanked the board for their continued support.

READING OF MINUTES

Commissioner Lenski made a motion to approve the September 18, 2017 meeting minutes as presented. Commissioner Moffat 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 September financial reports and updated the board on the receipt of the 2<sup>nd</sup> real estate tax installment. Additional CDs have been added to the report. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Vice President 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

A thank you note from Diane Rowe was read by President VanderVeen. An invitation for FVSRA's Northern Nights Event was shared with the board. Press clippings were passed around.

**OLD BUSINESS**

RED RIBBON WEEK RESOLUTION

Representatives of Red Ribbon Week were present at the board meeting to present information to the board and staff. Commissioner Moffat made a motion to approve the resolution supporting Red Ribbon Week of 2017-2018 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

**STAFF PRESENTATION**

Director of Marketing Traci Wicks gave a brief presentation reviewing how the marketing department is currently monitoring social media & the new website.

**COMMUNICATIONS**

Public meetings are set to take place at Elm Park tomorrow night & at Frank Burgess Park on Thursday of this week to share the conceptual plans for playground replacements with residents. We look forward to meeting with the residents & to moving forward with plans along with comments and suggestions we received from those residents. We will bid all projects this winter in anticipation of spring construction.

A Foundation meeting was held last week to discuss the annual Autumn Fair event. The Giving Tree fundraising letter will be mailed out later this month. The Foundation Board is still looking for one additional member.

The Land/Cash Ordinance is currently being reviewed and we are in anticipation of an updated agreement from the City of Geneva.

Director Lambillotte met with the Library and they are in agreement that we will work together on drafting a letter to residents in regards to the replacement of Seventh Street Park.

The Smart Energy Design Assistance Center reviewed the utilities at Sunset Community Center, SPRC and at the pools to help us with energy saving measures. We are in the process of reviewing the report provided by SEDAC and will bring staff recommendations forward at a future board meeting.

The IAPD/IPRA Soaring to New Heights Conference will be January 17-20, 2018. Board members are encouraged to attend.

A Recreation Committee meeting needs to be scheduled in November. Nicole Vickers has suggested Monday, November 13<sup>th</sup> or Tuesday, November 14<sup>th</sup>. Susan VanderVeen & Pat Lenski are presently on that committee.

The annual Chamber of Commerce dinner and awards banquet is scheduled for November 9<sup>th</sup> & the FVSRA annual fundraiser will be held on November 17<sup>th</sup>. Also, the Park District’s holiday party is December 8<sup>th</sup>. Board members were invited to attend all three events.

A calendar of upcoming events was provided to the board.

**FUTURE MEETINGS**

Recreation Committee Meeting (Susan VanderVeen & Pat Lenski)	November 13, 2017	4:00 PM
Regular Scheduled Meeting	December 11, 2017	6:00 PM
Public Hearing-Tax Levy	December 11, 2017	7:00 PM
Foundation Regular Scheduled Meeting	January 23, 2018	7:00 PM

**STAFF REPORTS**

**SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks & Properties Larry Gabriel reviewed his report. The renovation of Sunset Ballfield has been delayed by the recent rainfall, but we expect to be back on track by the end of this week. The arch will be delivered Friday and we hope to have the project completed by the end of the year. Staff is busy with mowing, prepping for the fall events and for the ribbon cutting at Foundation Park. Staff will be installing the artificial turf around the remaining disc golf holes. Ethan Peterson has been hired for the security position and Mandy Morgan was hired for the Peck Farm foreman position.

**SUPERINTENDENT OF RECREATION**

Supt. of Recreation Nicole Vickers reviewed her report. The Recreation Committee Meeting was scheduled for November 13, 2017 at 4:00 p.m. She highlighted on various events: Harvest Hustle was held on September 23; Pizza Palooza is being held on October 23 to kick off Red Ribbon Week; and staff is busy preparing for Halloween events at SPRC, Peck Farm and Wheeler Park. At Playhouse 38 the adult murder mystery production is in rehearsals for shows at the end of October and the children's production of Babes in Toyland has been cast. Mini-golf closed for the year and the attendance was up as well as revenue. Staff is ramping up for our fitness campaigns to begin on Black Friday. SPRC & SRFC memberships & revenues were also reviewed. Staff has recently attended a conference and we have been researching how to better reach our target market. Commissioner Moffat suggested that staff send a letter to the homes of residents that have cancelled their memberships due to moving in an effort to increase memberships by marketing to the new owners/tenants.

#### MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. The natural areas management plan is almost ready for implementation. The Butterfly House closed for the season on September 16 and Ms. Burns reviewed the year-end report which shows 32,284 visitors and 57 volunteers for the 2017 season and donations for the year were \$11,900. The Community Garden closes at the end of this month and so far we have donated close to 2,000 pounds of excess produce to the food bank this year. Autumn Fair was held at Peck Farm on September 16<sup>th</sup> and we had a record number of visitors at around 4,500. The Halloween dog parade will be on October 28<sup>th</sup>.

#### **NEW BUSINESS**

##### FVSRA MEMBER CONTRIBUTION REQUEST

Director Lambillotte stated the levy request for the Fox Valley Special Recreation Association for this year is being proposed with an increase of 0%. Staff feels this is a fair. Vice President Frankenthal made a motion to approve the proposed FVSRA member contribution increase of 0% for the 2018/19 budget year. Commissioner Lenski seconded. All ayes. Motion carried.

##### TAX LEVY ORDINANCE #2017-10 (first draft)

Superintendent of Finance & Personnel Powell advised that this is the first draft of the tentative levy ordinance for next year. She reviewed the timeline and how the numbers are calculated for this Tax Levy Ordinance. The levy will be available for public review and will be reviewed again by the board in November. It will be presented for final approval in December with a public hearing. The ordinance must be filed by the last Tuesday in December.

##### IAPD CREDENTIALS CERTIFICATE

The board and staff reviewed the resolution on credentials regarding attendance at the annual meeting of the Illinois Association of Park Districts on January 20, 2018 at the Hilton Chicago. Commissioner Moffat made a motion to approve the IAPD Credentials Certificate with Commissioner Moffat to be the District's delegate, President VanderVeen as our 1st alternate, and Director Lambillotte as our 2nd alternate. Commissioner Lenski seconded. All ayes. Motion carried.

##### 2017-2018 VEHICLE REPLACEMENT REQUEST

Supt. Gabriel reviewed a memo outlining the purchase of the majority of the vehicles budgeted for replacement in the 2018-19 fiscal year with the board. Additional research is being done on propane versus electric for an additional mower. Commissioner Moffat made a motion to approve the 2018-2019 vehicle replacement request as proposed. Commissioner Lenski seconded. All ayes. Motion carried.

##### EXECUTIVE SESSION

At 8:16 p.m. Commissioner Moffat made a motion to move 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 8:25 p.m.

##### ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:25 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell