

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
November 20, 2017**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:01 p.m.

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Amy McConnell, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Larry Gabriel, Manager of Peck Farm Park Interpretive Center Trish Burns and Park Foreman Mandy Morgan.

Guests: None

Press: None

HEARING OF GUESTS

Supt. Gabriel & Executive Director Lambillotte introduced the new Foreman of Parks & Properties Mandy Morgan. She gave a brief overview of her background and the staff & board welcomed her to Geneva Park District.

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of October 16, 2017, the minutes from the Capital Improvement Planning Meeting of November 6, 2017, and the minutes from the Recreation Committee Meeting of November 13, 2017 all as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Vice President Frankenthal 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

Executive Director Lambillotte reviewed the October Financial reports. She mentioned that we are 50% through the fiscal year and we are on track with the revenue & expense report. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented approving the travel expenses for two board members to attend the annual IPRA/IADP Conference January 2018 in the amount of \$1,321.00. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

Press Book

OLD BUSINESS

TAX LEVY ORDINANCE #2017-10 (2nd Draft)

The first draft of the tax levy ordinance was presented at the October Board meeting and it remains unchanged. The public hearing regarding the tax levy will be held at 7:00 p.m. on December 11th during the regularly scheduled board meeting. The legal notice for the meeting is published in late November.

PLAYGROUND REPLACEMENT REVIEW FOR ELM PARK & FRANK BURGESS PARK

Final playground replacement designs have been chosen for these 2 parks along with any other repairs or ADA requirements. Staff reviewed the park designs and playground proposals for the board. Projects are slated to go to bid in January. Vice President Frankenthal suggested that the park district compile a report of how much money we are saving by donating our old playgrounds to Kids Around The World, rather than removing & disposing of them ourselves.

2017-2018 EQUIPMENT REPLACEMENT REQUEST

Supt. Gabriel reviewed a memo outlining the purchase of all equipment budgeted for replacement in the 2017-18 fiscal year with the board. Commissioner Moffat thanked the staff for their efforts in researching alternative fuel options & made a motion to approve the 2017-2018 equipment replacement request as proposed. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

Staff completed a walk-through of the newly acquired site North of Bennett Park and are in the process of putting together a maintenance and tree removal/refortification plan for the site.

Construction of the new sprayground at Mill Creek Pool is near completion.

Executive Director Lambillotte met with our grant consultant to discuss possible upcoming grant funding opportunities. We will apply for a bike trail grant in April for the PFP North Trail & plan to have a resident meeting to gather input from the neighboring residents prior to finalizing our plan. Staff have met with the COG to discuss future plans for extending the trail from Wheeler.

Staff met with Williams Architects again to prioritize the roof & HVAC work needed at Sunset Community Center.

FUTURE MEETINGS

Regular Scheduled Meeting	December 11	6:00 P.M.
Public Hearing – Tax Levy	December 11	7:00 P.M.
Foundation Regular Scheduled Meeting	January 23, 2018	7:00 P.M.

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. She mentioned that we recently successfully completed all of our Halloween events and a lot of fun was had. Ms. Vickers thanked Mr. Gabriel & his staff for all of their help in making those events successful. On the horizon we have the Polar Express Story Train event & lunch will again be at Aurelio’s. Babes in Toyland is the next children’s production & It’s a Wonderful Life, A Live Radio Play are both in rehearsals for December performances. Supt. of Recreation Vickers reviewed the SPRC & SRFC membership & revenue figures pointing out that fitness revenue & usage is up for both facilities. In rebranding our fitness centers as BestLife Fitness we will begin our new campaign starting on Black Friday. Executive Director Lambillotte added that we have internally implemented new training for staff in correlation with the consultant’s suggestions. Also, per Commissioner Moffat’s suggestion at a prior board meeting, letters have been sent to the homes of former patrons that have moved from the area to invite the new homeowners to visit our facilities.

MANAGER OF PECK FARM PARK INTERPRETIVE CENTER

Manager of Peck Farm Park Trish Burns reviewed her report. One prescribed burn has been successfully completed & staff intends to do two more this week. The volunteer appreciation dinner will be at Peck on 12/7 at 5:30 PM & Ms. Burns invited the Board to attend. Heritage Day was held on 11/11 & due in large part to the cold weather attendance was low. Moving forward we are considering moving this event to a warmer month. Our new STEM/STEAM programs have been sold out & we plan to continue offering it in the Spring.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Larry Gabriel reviewed his report. The Sunset Ball Field project is coming along very well. Staff have the sod in place & the arch will be delivered tomorrow for assembly. Our new West side Foreman of Parks & Properties, Mandy Morgan, is off to a great start & is a very welcome new addition to the Parks Department. Staff are finishing up the necessary mowing and cleaning up leaves from several sites. Soon they will start ice rink installation and begin working on the artificial turf rings for our disc golf course.

RECREATION COMMITTEE MEETING REPORT

Supt. of Recreation Nicole Vickers reviewed the Recreation Committee Meeting report and recommendations. The Committee included board members Susan VanderVeen and Pat Lenski as well as all Recreation staff. She discussed the highlights of the spring and summer programs. Separate reports were presented and reviewed with revenue and expenditure breakdowns for 2017 Spring & Summer programs, and 2017 Summer Day Camp. Recommendations were also discussed. Commissioner Moffat made a motion to approve the Recreation Committee Report and recommendations for Spring and Summer 2018 as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

POLICY MANUAL UPDATE-VOLUNTEER MANUAL

Due to some recent changes in the law, staff has updated the district's volunteer manual to reflect compliance with new sex offender reporting guidelines. Commissioner Lenski made a motion to approve the updates to the volunteer manual as presented. Commissioner Moffat seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:01 p.m., Commissioner Moffat made a motion to go into Executive Session for the purpose of reviewing executive session minutes. Commissioner Lenski seconded. All ayes. Motion carried.

At 8:05 p.m. Commissioner Moffat made a motion to return to the Regular meeting from executive session. Commissioner Lenski seconded. All ayes. Motion carried.

Commissioner Moffat made a motion to approve executive session minutes dated May 15, 2017; June 19, 2017; July 17, 2017; August 21, 2017; September 18, 2017; and October 16, 2017 as presented; and approve the release of executive session minutes dated June 15, 2015 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Lenski seconded. All ayes. Motion carried.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:05 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell