

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
December 11, 2017
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 Condon, Commissioner Lenski, Commissioner Moffat and President VanderVeen all answered present. Vice President Frankenthal 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 and Recreation/Aquatic Supervisor Sarah Sielisch.

Press: None

Guests: None

HEARING OF GUESTS

N/A

READING OF MINUTES

Commissioner Lenski made a motion to approve the minutes from the Regular Scheduled Meeting of November 20, 2017 as presented. Commissioner Moffat seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat made a motion to approve the claims and accounts as presented. Commissioner Condon 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 Moffat 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 Moffat made a motion to approve the agenda with moving the Tax Levy Ordinance #2017-10 to after New Business. Commissioner Lenski seconded. All ayes. Motion carried.

CORRESPONDENCE

Press book was passed around for the Board to review.

OLD BUSINESS

TAX LEVY ORDINANCE #2017-10

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 #2017-10 as presented. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-absent, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes, one absent. Motion carried.

2018 PARK RENOVATIONS PLAYGROUND EQUIPMENT PURCHASE REQUEST

Designs for Burgess and Elm Parks that were selected through the resident meeting process were presented to the Board at the November meeting. In an effort to avoid additional mark ups on equipment we typically order the equipment ourselves as opposed to including it in the bid process. The total cost for the selected equipment is \$121,894.00. Commissioner Moffat made a motion to approve the purchase of the aforementioned

equipment in the total amount of \$121,894.00. Commissioner Lenski seconded. All ayes. Motion carried. Commissioner Moffat made a motion to approve the purchase of a small piece of play equipment for Preston Park in the total amount of \$39,723.00. Commissioner Lenski seconded. All ayes. Motion carried.

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 Peggy Condon. A meeting was set for January 10, 2018 at 4:30 p.m.

Staff is meeting with the Library staff again this week to continue discussions on the details of the new park site and the new IGA that will accompany it.

Staff is looking into the possibility of tapping a water line at Garden Club Park to assist with the watering of the gardens there.

Staff is in the process of reviewing the final draft of the updated land cash ordinance prepared by the City of Geneva.

FUTURE MEETINGS

Long Range Plan Committee (John Frankenthal & Peggy Condon)	January 10, 2018	4:30 PM
Regular Scheduled Meeting	January 15, 2018	7:00 PM
Regular Scheduled Foundation Meeting	January 23, 2018	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 was well attended & went very well. The Kane County Naturalist Program continues to be very popular and there are a total of about 50 people signed up for the classes being offered.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks Gabriel reviewed his report. Staff members are finishing up final details on the Bob Cox Field. There will be some turf restoration work next spring, along with placement of fresh limestone screenings on the warning track. 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. Mr. Gabriel read his letter of intent to retire and resign from his position June 2018 to the board.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Winter registration was held on December 5. Ms. Vickers noted that the Polar Express Story Train event was held on December 2 & 3 and that holding the lunch portion at Aurelio's pizza was once again hugely successful this year. Staff did a wonderful job. SRFC and SPRC membership and revenue were reviewed.

NEW BUSINESS

2017 SUNSET POOL & MILL CREEK POOL SURVEYS

Supt. Vickers reviewed the surveys for both pools. The overall top box score for the entire survey at Sunset Pool was 93.4% and for Mill Creek Pool it was 87.6%. As typical with all surveys, staff evaluates the results and makes adjustments where necessary to elevate the facilities. We are excited to report that our scores in overall cleanliness of locker rooms increased by over 9%. Cleanliness of the pools will continue to be one of the main focuses for the upcoming season.

2017 SUNSET POOL & MILL CREEK POOL ANNUAL REPORTS

Recreation/Aquatic Supervisor Sarah Sielisch was present to review the report. Ms. Sielisch reviewed the 2017 Annual Pool Report based on the operating year being March 1, 2017 through February 28, 2018. The 2017 pool season ran from May 28, 2017 to September 5, 2017. This allowed 101 days of operation with eight

partial days that required closures due to weather. Ms. Sielisch also reviewed the season pass fees and daily fees and stated that staff is recommending a change on pricing for the upcoming season, which is detailed in the report. The revenue and expenses were reviewed. Ms. Sielisch reviewed the recommendations for the 2018 season. The board commended Ms. Sielisch for her hard work & dedication this past season. Commissioner Moffat made a motion to approve the Geneva Park District 2017 Sunset Pool & Mill Creek Pool Annual Reports with the recommendations for the 2018 season as presented. 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 7:04 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

The Board came back into the Regular Meeting at 7:09 p.m. President VanderVeen called for the roll. Commissioner Condon, Commissioner Lenski, Commissioner Moffat and President Vander Veen all answered present. Vice President Frankenthal was absent.

2018 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 2018 board meeting schedule needs to be approved and will be sent to local media as required by law. Commissioner Moffat made a motion to approve the 2018 Board Meeting Schedule as presented. Commissioner Lenski seconded. All ayes. Motion carried.

DRYDEN TENNIS COURT RENOVATION BID RESULTS

The tennis courts at Dryden Park are slated for resurfacing spring of 2018. Commissioner Moffat made a motion to approve MTJ Sports with the low bid amount of \$47,962.00 for the Dryden Park tennis court resurfacing project. Commissioner Lenski seconded. All ayes. Motion carried.

PRAIRIE RESTORATION CONTRACT

Staff reviewed the maintenance plan to restore compromised areas of the prairie where invasives have undermined the quality of prairie plants and natural habitat, as well as, our accelerated burn plan. While staff have removed some invasives and done some extensive tree removal, we are now in need of additional resources. Commissioner Lenski made a motion to approve the V3 contract in the amount of \$11,100.00 for prairie restoration. Commissioner Moffat seconded. All ayes. Motion carried.

ORDINANCE ADOPTING A POLICY PROHIBITING SEXUAL HARASSMENT #2017-11

On November 16, 2017 the State of Illinois passed PA 100-0554. This law amends several statutes including the State Officials and Employee Ethics Act and the Illinois Human Rights Act. One of these amendments specifically applies to any "governmental entity" requiring adoption of an ordinance that establishes a policy to prohibit sexual harassment. Commissioner Moffat made a motion to approve the ordinance adopting a policy prohibiting sexual harassment. Commissioner Condon seconded. Roll call vote was taken. Condon-aye, Frankenthal-absent, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes, one absent. Motion carried.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 7:16 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell

**GENEVA PARK DISTRICT
PUBLIC HEARING
Tax Levy Ordinance #2017-10
December 11, 2017
7:00 P.M.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:04 p.m.

ROLL CALL

President Vander Veen called for the roll. Commissioner Condon, Commissioner Lenski, Commissioner Moffat and President VanderVeen all answered present. Vice President Frankenthal was absent.

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.

Press: None

Guests: None

TAX LEVY ORDINANCE #2017-10

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

HEARING OF GUESTS

None

At 7:09 p.m. Commissioner Moffat made a motion to adjourn from the public hearing meeting. Commissioner Lenski seconded. All ayes. Motion carried.

With no further public comment, President VanderVeen closed the Public Hearing at 7:09 p.m.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell