

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
January 15, 2018
7:00 p.m.**

CALL TO ORDER

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

ROLL CALL

President Susan VanderVeen called for the roll. Vice President Frankenthal, Commissioner Lenski, Commissioner Moffat and President VanderVeen all answered present. Commissioner Condon arrived at 7:04 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 and Athletics/Facility Supervisor Keith Schmerer.

Press: None

Guests: Frank Bogner, Laura Stuart, Michelle Kelly

HEARING OF GUESTS

Frank Bogner, a Geneva resident, made a request to have the park district consider adding pickleball court lines to some of our tennis courts for outdoor play. Executive Director Lambillotte stated that this is something we have been considering and that when the Wheeler Park tennis courts are resurfaced some pickleball court lines will be put in there.

READING OF MINUTES

Commissioner Lenski made a motion to approve the minutes from the Regular Scheduled Meeting of December 11, 2017, the Public Hearing for the Tax Levy Ordinance of December 11, 2017 and the Long Range Planning Committee Meeting of January 10, 2018 as presented. Vice President Frankenthal 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 December financial reports. She highlighted the investment report and stated that the errant field in the report that Commissioner Moffat & President VanderVeen both pointed out has been removed. She also reviewed the Revenue & Expenditure Report. She stated that we made debt service payments as of December, as well as the final series 2012 limited bond. We are 67% of the way through the fiscal year & we are right on target with the budget. 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 Lenski made a motion to approve the agenda with the change of moving the Peck Farm North Development agenda item to after Correspondence. Commissioner Moffat seconded. All ayes. Motion carried.

CORRESPONDENCE

Press book with clippings.

PECK FARM NORTH DEVELOPMENT

Opportunities for grant funding were reviewed by Laura Stuart, our grant consultant, and Michelle Kelly, the landscape architect for this project. Staff & the Board discussed ways to provide safe passage for residents to & from the middle school. Ms. Kelly reviewed the plan that is part of the original master plan for Peck Farm Park. With the Board’s approval, the next step is to schedule a public meeting with residents to get their feedback on the proposed plan.

OLD BUSINESS

SAFETY COMMITTEE REPORT REVIEW

Supt. 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. Lastly, staff is now in preparation for the next PDRMA Risk Management Review.

FRANK BURGESS PARK & ELM PARK PLAYGROUND REPLACEMENTS BID RESULTS

The final bid tabulations and recommendation memos for the playground replacements at Elm and Burgess parks were presented to the Board. The apparent low bidder was Innovation Landscape Inc. but they do not have the experience requirements we specified and not all references were positive. Therefore, we are recommending the next lowest bid from Hacienda Landscaping who meet the bid specifications and have done good work for us in the past. Commissioner Condon made a motion to approve Hacienda Landscaping in the amount of \$124,105 for both parks. Commissioner Moffat seconded. All ayes. Motion carried.

CONSULTING SERVICES FOR ROOF & ROOFTOP HVAC AT SUNSET

A copy of the contract for architectural and engineering services for the upcoming roof and HVAC replacements at Sunset Community Center from Williams Architects was provided to the Board. The plan is to start on phase one of the building which are the oldest areas of roof and oldest rooftop units this fall. Commissioner Moffat made a motion to approve the contract with Williams Architects in the amount of \$52,500. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

Staff will be attending the IPRA Conference January 18-20 in Chicago.

Final engineering and bid documents are being prepared for the sprayground at Sunset Pool to replace the existing sand play area.

We may be making some headway in regard to the prefab restroom construction in that the State of Illinois and the manufacturer, CXT, have come to a tentative agreement to allow CXT to hire a licensed Illinois plumber to do the work at their plant. We are awaiting a letter from them that reflects their communication with the State of Illinois.

The updated Land/Cash Ordinance that staff reviewed was brought to the Plan Commission meeting on January 11th. It moves now to the Committee of the Whole.

The Economic Interest Statements will soon be emailed to staff & the Board. As in past years, this must be completed by May 1, 2018. If the statement is not filed by the May 1st deadline the filer will be assess a late fee penalty.

FUTURE MEETINGS

Geneva Park District Foundation Meeting	January 23, 2018	7:00 P.M.
Regular Scheduled Meeting	February 19, 2018	7:00 P.M.
Personnel & Policy Committee (Jay Moffat & John Frankenthal)	March 8, 2018	4:30 P.M.
Finance Committee – Budget Meeting (Susan VanderVeen & Peggy Condon)	April 9-11, 2018	TBD

STAFF REPORTS

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks Gabriel reviewed his report & started by highlighting several staff members. The ice rinks at Wheeler Park have been very busy this year. The ice rink outside of Mill Creek Pool has yet to be established & staff are looking into other options that may bring us better luck in sustaining ice there. The Peck Farm team is refinishing the sign boards for various parks throughout the district. Supt. Gabriel is working with the City in tapping into a water main to have a spigot installed for summertime watering in Garden Club Park. Rich Kator, our new horticulturist, has completed some impressive garden designs for this upcoming season

SUPERINTENDENT OF RECREATION

Superintendent of Recreation Nicole Vickers reviewed her report. Winter programming is well underway & staff is already preparing for Spring. She highlighted on the upcoming events of the Super Shuffle 5k to be held on February 4 and the Just Dad-n-Me Dance to be held on February 18. In regards to the fitness centers, we have started our first campaign. Marketing has increased & we are already seeing positive results from those efforts. Facility Managers Elliott Bortner & Joann Able will both be presenting alongside Mark, our fitness consultant, later this week at the IPRA Conference. The SRFC & SPRC revenue and expense reports were reviewed.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Burns reviewed her report. Staff have been working on the natural areas management plan, as well as updating the burn plan & maps throughout that document. The next KCCN program starts tomorrow and has 50 people enrolled, which is the largest core class we've had to date. Next week our gardening programs start with the help of the UOI Extension Master Gardeners.

NEW BUSINESS

2017 STONE CREEK MINIATURE GOLF ANNUAL REPORT

Athletics/Facility Supervisor Schmerer reviewed the 2017 Stone Creek Miniature Golf/Disc Golf Report. Mr. Schmerer stated that general attendance overall increased by over 4900 from last year. This is due in large part to marketing, groupon sales, good weather, as well as the new playground at Wheeler Park. The District also participated in a Groupon again this year which was successful in increasing attendance numbers. He reviewed the revenue and expenditures for the 2017 season compared to 2016. Mr. Schmerer reviewed and discussed the recommendations and suggestions for 2018. Mr. Schmerer stated that we do not feel a price increase is necessary as our prices are in line with the other mini-golf courses in the area. Commissioner Moffat made the motion to approve the 2017 Stone Creek Mini Golf/Disc Golf Annual Report with recommendations as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

2018 SHORT & LONG RANGE PLAN ANNUAL GOALS & OBJECTIVES and the 2018 MASTER PLAN UPDATE DETAILS

Executive Director Lambillotte stated that each year the Geneva Park District updates and revises its Short and Long Range Plan Annual Goals and Objectives and Master Plan Details of the District. The Long Range Planning Committee Meeting was held on January 10th with committee members Peggy Condon and Susan VanderVeen, in John Frankenthal's absence. Ms. Lambillotte gave an overview of the summary of goals from the 2018 Short & Long Range Plan Goals and Objectives. She also reviewed the 2018 Master Plan Details which includes the Capital Improvement Plan (CIP) Budget and reviewed some of the larger projects in the CIP to be completed in 2018-2019. Once the 2018 Goals and Objectives are approved by the board, they will be posted to the District's website. Vice President Frankenthal made a motion to approve the 2018 Short and Long Range Plan Annual Goals & Objectives and the 2018 Master Plan Update Details as presented. Commissioner Lenski seconded. All ayes. Motion carried.

2018 BUDGET & PERSONNEL EVALUATION CALENDAR

The 2018 Budget Calendar and Personnel Evaluation Calendar were reviewed. Commissioner Moffat made a motion to approve the 2018 Budget Calendar and Personnel Evaluation Calendar as presented along with the adjustment of the date for the Personnel & Policies Committee meeting. Vice President Frankenthal seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Commissioner Moffat made a motion to enter Executive Session for the purpose of litigation at 8:24 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

The board returned to the regular meeting at 8:36 p.m. Commissioner Moffat made a motion authorizing the Executive Director to execute an amendment to the Tolling Agreement with Illinois Metropolitan Investment Fund. Commissioner Lenski seconded. All ayes. Motion carried.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:36 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell