

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
February 19, 2018
7:00 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:00 p.m.

ROLL CALL

President VanderVeen called for the roll. Vice President John Frankenthal, Commissioner Pat Lenski, Commissioner Jay Moffat & President VanderVeen all answered present. Commissioner Condon arrived at 7:08 p.m.

Staff members present were Executive Director Sheavoun Lambillotte, Accounts Payable & Payroll Manager Linda Fox, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Larry Gabriel, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Trish Burns, Facility Manager Elliott Bortner, Sunset Facility Manager Joann Able, SCC Customer Service Manager Hannah Sterricker and SPRC Customer Service Manager Mike Hay.

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 January 15, 2018 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 Lenski seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the January financial reports. Ms. Powell stated that we are on target with being 75% through the budget year. The Park District once again earned the GFOA Award for 2017 for our excellence in financial reporting, which will be reflected in our 2018 audit. Also, that the Consumer Price Index (CPI) for the 2017 calendar year was released at 2.1%, which is the exact same as last year. This rate will be used to determine the growth in our 2018 tax levy, which is received in budget year 2019-2020. 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 as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

CORRESPONDENCE

Press clippings book was passed around. A brochure for the Library was shared with the Board and staff. President VanderVeen stated that she received an email thanking the District for clearing the path of snow at Wheeler Park.

OLD BUSINESS

TAX ABATEMENT ORDINANCES

Supt. of Personnel & Finance Powell stated that the tax levy associated with the Alternative Revenue Bonds must be abated annually. The tax levies for Series 2010 and 2014 must be abated annually as these bonds are paid from the General and Recreation Funds. Abatement ordinances must be filed with Kane County by March 1.

TAX ABATEMENT ORDINANCE #2018-01 (Series 2010)

Commissioner Moffat made the motion to approve the Tax Abatement Ordinance #2018-01 for Series 2010 Bond Issue. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes were recorded. Motion carried.

TAX ABATEMENT ORDINANCE #2018-02 (Series 2014)

Commissioner Moffat made a motion to approve the Tax Abatement Ordinance #2018-02 for Series 2014 Bond Issue. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes were recorded. Motion carried.

INTERGOVERNMENTAL AGREEMENT WITH CITY OF GENEVA, LAND/CASH ORDINANCE

A copy of the final updated Land/Cash Ordinance along with the IGA with the City of Geneva for the Land Cash Ordinance were presented to the Board. Executive Director Lambillotte reviewed the pertinent updates to the document, which include: the increase in the amount per acre, the addition of a three year review period, that senior housing developments are included and that there will be use of new school multipliers. Commissioner Moffat made a motion to approve the Intergovernmental Agreement with the City of Geneva as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

STAFF PRESENTATION

Mr. Bortner, Mrs. Able, Mr. Hay & Ms. Sterricker gave a progress report on our new campaign for BestLife Fitness. Black Friday 2017 was the kick-off of the new campaign & Mrs. Able reviewed those numbers. 67 memberships were sold and 40% of those were non-residents. Community signage, signage around our facilities, word of mouth, social media posts & direct email “e-blasts” were all utilized for this promotion contributing to a great success. Mr. Hay reviewed the new and updated internal documents that staff has put into place to help streamline the process with all staff members. He discussed the process in detail & the points of contact that staff make with the interested patrons, as well as with those that have signed up for the memberships. Vice President Frankenthal asked about the number of tours being given. Ms. Sterricker & Mr. Hay both agreed that the number of tours has increased significantly at both facilities. Mr. Bortner reviewed the micro site that was created for BestLife Fitness. Ms. Sterricker gave an overview of the “Join Now” portion of the campaign that allowed us to get more people interested and in the door through providing a 10-day free trial for potential members. Since December approximately 300 trials have been issued with over 500 combined visits, there have been 76 online requests and 30% of the free trials have resulted in the purchase of a membership, with 63% being residents of Geneva. Mr. Bortner reviewed the January campaign, as well as the campaign that is currently running from February through the end of March. Staff are proud to report that as of January 31st we hit the 300 membership mark that we were hoping for. Sunset saw a 23% increase in memberships, SPRC saw 9% and Gold was 14% over last year’s totals.

COMMUNICATIONS

Residents surrounding Peck Farm North that attended our public meeting shared their comments on the plans and many expressed concern as to how close the trail will be to their property lines. Since the meeting residents have emailed additional comments to Mrs. Lambillotte. The Park District is currently in the process of applying for grant funding for the mowed trails, sundial and solstice only and will proceed with both the grant application and the plans for development with the Board’s support. In response to resident feedback, an updated proposed plan will move the “pinch points” to a minimum distance of 50 feet, instead of 35. With this change the Board supports the proposed development plan.

Staff would like to disconnect all utilities from the newly acquired property on the Peterson parcel. This should be a consideration if the park district's intention is still to demolish it at some point. The Board supports disconnection of all utilities.

A meeting was held with the school district to discuss the future plans for 4th Street and Marjory Murray Park as both are reaching replacement age. Possible upcoming Foundation projects were also discussed and the school district was open to discussion in regards to those as well.

Director Lambillotte attended the Legislative Breakfast where the OSLAD grant funding was discussed, as well as the increase of FOIA requests for commercial use that have been submitted over the past couple of years.

FUTURE MEETINGS

Personnel & Policy Committee Meeting (Jay Moffat & John Frankenthal)	March 8, 2018	4:30 PM
Regular Scheduled Foundation Meeting	March 13, 2018	7:00 PM
Regular Scheduled Meeting	March 19, 2018	7:00 PM
Finance Committee – Budget Meeting (Peggy Condon & Susan VanderVeen)	April, 2017	TBD

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks and Properties Larry Gabriel reviewed his report. Supt. Gabriel gave kudos to his staff for their coordination and execution of snow removal with the large snowfall we had, as well as their hard work in preparing for and helping with the Super Shuffle event. Due to the recent warmer temperatures the ice rinks are now closed and dismantling will soon begin. Park sign reinstallation will be done early in March, as the varnishing is now being completed. Our horticulturist, Rich Kator, met with Supt. Gabriel and Director Lambillotte to review the design plans for the flower beds and landscaping throughout the Park District and it's looking to be a very successful year. Soccer will be starting up April 7th, so staff is wrapping up the winter projects in preparation for the spring season.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Staff is busy preparing for spring and summer programs. Our Senior Coordinator Diane Rowe has retired & her Supervisor Beth Keen will be taking over her duties moving forward. The Super Shuffle was successfully held on February 4. The Just Dad 'n Me Dance was held last night with over 1200 dads and daughters registered. The SPRC & SRFC facility revenue & expense reports were also reviewed.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. Staff is busy preparing for the summer. A major focus this spring will be addressing the natural areas south of Kaneville Rd along the bike path and we have hired a contractor to eradicate some invasives. Ms. Burns stated that we have received our burn permit and will be updating our burn plan for this upcoming season due to staffing changes. A raptor program was held at Sunset in late January and it was very successful. The Butterfly House opens on May 19.

NEW BUSINESS

SUNSET POOL SPRAYGROUND CONCEPT PLAN

Director Lambillotte reviewed the design plans and a cost estimate for the sprayground at Sunset Pool. We are working with Water Odyssey to install the sprayground that will replace the sand play area. The Board approved moving forward with this project and going out to bid this fall. The Board was agreeable to bidding the color/stamped concrete as an alternate.

LIBRARY/PARK CONCEPT PLAN

Director Lambillotte shared the concept plan for the new playground on the Library site at 6th and Franklin. The Park District will be getting more land than originally planned, so we will be able to keep the swings along

with possibly a larger play structure. Commissioner Moffat asked about the budget for the project and if the landscaping could be done in-house to save on cost. Mrs. Lambillotte stated that this project is still currently in the conceptual stages, but that that will be considered as we move forward with the project.

EXECUTIVE SESSION

At 8:30 p.m., Commissioner Lenski made a motion to go into Executive Session for the purpose of discussing personnel. Commissioner Moffat seconded. All ayes. Motion carried.

The board returned to the regular meeting at 8:40 p.m.

ADJOURN

Commissioner Condon made a motion to adjourn the meeting at 8:40 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Amy McConnell