

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

CALL TO ORDER

President Susan VanderVeen called the meeting to order at 7:03 p.m.

ROLL CALL

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

Guests: None

Press: None

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of February 19, 2018 and the Personnel & Policy Committee Meeting of March 8, 2018 as presented. Commissioner Condon seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat made a motion to approve the claims and accounts as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the February financial reports. Ms. Powell highlighted on the investment report. She stated the revenue and expense report is very similar to last year and projections show fiscal year figures on 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 Condon made a motion to approve the agenda as presented. Commissioner Moffat seconded. All ayes. Motion carried.

CORRESPONDENCE

Press clippings from the month were available for board to review. An email from a resident commending our staff for a job well done on our prairie burn at Hathaway Park was read by Director Lambillotte. Also, Director Lambillotte mentioned that tickets are now on sale for the annual FVSRA Pork Chop BBQ & Raffle.

OLD BUSINESS

PRESTON PARK EQUIPMENT INSTALLATION

A memo from Ken Kerfoot outlining plans for the installation of the small piece of playground equipment at Preston Park was reviewed with the board. Commissioner Condon made a motion to approve the replacement of the composite playground at Preston Park by Hacienda Landscaping in the amount of \$13,800. Commissioner Moffat seconded. All ayes. Motion carried.

RTP GRANT UPDATE

Staff has prepared and submitted a grant application for the sundial, the solstice and the mowed trails at Peck Farm North. We should know soon, whether our application will move forward to the next step in the process. Staff will keep the board informed of the progress as we have that information. A final decision will not be made for 6-9 months as the review process is quite lengthy. We do know they received more applications than are typical.

COMMUNICATIONS

Construction has begun on the spring playground replacement sites. Staff hope to have Elm Park, Frank K. Burgess Park & Preston Park all complete by Memorial Day weekend.

Playhouse 38 has a new adult theatre director. His name is Frank Del Guidice and he comes with many years of experience in the Theatre. We look forward to his first show “A Mother’s Gift” opening on April 26th.

The Mill Creek spray ground is near complete and we will be testing the system next week.

The publicity is out for the Superintendent of Parks and Properties position and we have received resumes from numerous qualified candidates. Director Lambillotte hopes to start the interview process in early April.

Staff has completed annual evaluations as well as salary surveys and recommendations for the upcoming budget year.

Staff is finalizing the 2018/19 proposed budget and will present it for Finance Committee review (Peggy Condon & Susan VanderVeen) later this month followed by a presentation to the full Board on April 16th.

Director Lambillotte reminded the board to be on the lookout for their statements of economic interest which need to be filed by May 1st, 2018.

FUTURE MEETINGS

Regular Scheduled Board Meeting	April 16	7:00 PM
GPD Foundation Meeting (Regular & Annual)	May 3	7:00 PM
Recreation Committee Meeting (TBD)	TBD	

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. She highlighted our upcoming Easter events, our recent Mom & Son Night event which had 503 participants and our Daddy Daughter event which had over 1200 participants. Staff is busy prepping our facilities for the upcoming summer season. Our current BestLife Fitness marketing campaign will conclude at the end of this month and it has been extremely successful, as both fitness centers are up in new memberships. Ms. Vickers reviewed the Sunset Racquetball and Fitness Center and Stephen D. Persinger Recreation Center operations and revenue for the month.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Burns reviewed her report. Ms. Burns has met with a contractor to get an estimate on work needed in the Peck House basement. She is also obtaining quotes for restoring the windows in the house. The upcoming Earth Day event at Peck Farm will again have paper shredding, as well as the Geneva Green Market.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Larry Gabriel reviewed his report. Mr. Gabriel reported that 8 sites on the west side of Geneva have been chosen for installing the Monarch Butterfly & Honey Bee gardens. Staff has been busy preparing for the upcoming soccer, baseball & lacrosse season which are set to commence in April, as well as gearing up for opening the outdoor restrooms. The playground renovation at Burgess Park is currently underway and work at Preston will soon start. Staff will be focusing their efforts on the restoration work at Bob Cox Field so that the field is ribbon cutting ready for GBA’s opening day.

NEW BUSINESS

EXECUTIVE SESSION

At 7:32 p.m. Commissioner Moffat made a motion to go into Executive Session to discuss personnel. Commissioner Condon seconded. All ayes. Motion carried.

The Board returned to the regular meeting at 7:55 p.m.

PERSONNEL POLICY COMMITTEE RECOMMENDATIONS

The Personnel and Policy Committee (John Frankenthal & Jay Moffat) met on March 8 to discuss recommendations for full-time salary and wage proposals in preparation of the 2018-19 budget. Staff provided 2017 accomplishments, an organizational chart, full-time and part-time salary ranges and wage recommendations for board review. Commissioner Condon made a motion to approve full-time and part-time salary and wage ranges; a full-time average merit increase of 2.59% along with five professional salary adjustments; approval of the salary policy and the organizational chart. Commissioner Moffat seconded. All ayes. Motion carried.

ADJOURN

Commissioner Condon made a motion to adjourn the meeting at 7:55 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Amy McConnell