

**GENEVA PARK DISTRICT  
PUBLIC HEARING MINUTES  
May 21, 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. Commissioner Condon, Vice President John Frankenthal, Commissioner Pat Lenski and President Susan VanderVeen answered present. Commissioner Jay Moffat 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; Foreman of Parks & Properties Mandy Morgan; Foreman of Parks & Properties Ken Kerfoot

Press: None

Guests: Ken Kerfoot's Family

HEARING OF GUESTS

None

REVIEW OF BUDGET AND APPROPRIATION ORDINANCE #2018-3

Supt. of Finance & Personnel Christy Powell stated that the ordinance had been on display for public review for over 30 days at the Park District. There were no questions asked by the guests that were present.

The President waited five minutes and asked for a motion to adjourn the meeting. Vice President Frankenthal made a motion to adjourn the Public Hearing Mtg. at 7:05 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

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Secretary, Board of Commissioners

Submitted By: Sheavoun Lambillotte / Amy McConnell

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES**

**May 21, 2018**

**7:05 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:05 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Peggy Condon, Vice President John Frankenthal, Commissioner Pat Lenski and President Susan VanderVeen answered present. Commissioner Jay Moffat 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; Foreman of Parks & Properties Ken Kerfoot; and Foreman of Parks & Properties Mandy Morgan.

Press: None

Guests: Ken Kerfoot's Family

HEARING OF GUESTS

Director Lambillotte, staff and the Board recognized Ken Kerfoot, a Parks Department employee of 20 years.

READING OF MINUTES

Vice President Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of April 16, 2018 and the Recreation Committee Meeting Minutes of May 15, 2018 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Lenski asked for clarification for certain expenditures, specifically what they were for and an explanation for the necessary services. With no further questions, Commissioner Condon 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 April financial reports. This is the 12 month Revenue and Expenditure Report. Supt. Powell stated that there will be some adjustments to the report as we continue with making year-end accounts payable adjustments. Supt. Powell pointed out that these are preliminary numbers and may change slightly once the audit is complete, but this report serves as a good estimate. Commissioner Lenski made a motion to approve the Superintendent of Finance Report as presented, along with the conference & training fees of \$900.83 for Commissioner Moffat to attend the IAPD Legislative Conference and the IAPD Leadership Institute. Vice President Frankenthal seconded. A roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, VanderVeen-aye. Four 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

The press book was passed around to the board members. A note left at Preston Park by a neighborhood child thanking the Park District for recently renovating the equipment was read aloud.

ANNUAL MEETING – Temporary Adjournment to Annual Meeting

Vice President Frankenthal made a motion to adjourn the Regular Scheduled Meeting to go into the Annual Meeting at 7:32 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Commissioner Lenski made a motion to return to the Regular Meeting at 7:42 p.m. Vice President Frankenthal seconded. All ayes. Motion carried. The Annual Meeting was adjourned and the board returned to the regular meeting.

**OLD BUSINESS**

**BUDGET AND APPROPRIATION ORDINANCE #2018-3**

Supt. of Finance & Personnel Powell stated that the ordinance had been available for public inspection at the Park District for thirty days. A notice was published in the local newspaper and the ordinance will be filed with the county. Commissioner Condon made a motion to approve the 2018-2019 Budget Ordinance #2018-3 as presented. Vice President Frankenthal seconded. A roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, VanderVeen-aye. Four ayes. Motion carried.

**ADA AUDIT COMPLIANCE UPDATE**

Each year in our capital plan, staff takes on a number of projects to continue to meet the requirements of our ADA accessibility audit. After having reviewed a memo summarizing current ADA projects, staff asks for the board's formal commitment to continued compliance. Commissioner Lenski made a motion to support staff in their continued commitment to address items on our ADA accessibility audit. Commissioner Condon seconded. All ayes. Motion carried.

**COMMUNICATIONS**

Jerry Culp was hired as our new Superintendent of Parks and Properties. He has many years of senior management experience including time at Plainfield and Glen Ellyn Park Districts, as well as most recently the Kane County Forest Preserve District.

Director Lambillotte attended the annual Geneva Garden Club luncheon where the Park District was awarded a \$3,500 donation to go toward tree planning within our parks.

Work on Frank K. Burgess, Elm & Preston Park is complete. Staff, as well as park users, are happy to have all work completed well before Memorial Day this year.

Staff has received a structural review and cost estimate for repair of the east side of the Island Park retaining wall. This will, at some point, have to be added to the Park District's Capital Improvement Plan.

There is a grand opening/ribbon cutting ceremony scheduled at Mill Creek Pool on June 2nd at 11:45am for the new sprayground.

One of the overlook decks at Peck Farm Park has a bridge that is structurally compromised. Staff are in the process of reviewing proposals for its repair.

A meeting was held with representatives of ShoDeen Inc. to discuss a possible development on the southwest side of the Mill Creek Pool parking lot.

A meeting was held with the City of Geneva to discuss details of the new spray ground at Sunset Pool in an effort to address any issues well in advance of the bidding of this project.

**FUTURE MEETINGS**

Foundation Autumn Fair Meeting	June 12, 2018	7:00 PM
Regular Scheduled Meeting	June 18, 2018	7:00 PM

**STAFF REPORTS**

**SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks and Properties Larry Gabriel reviewed his report. Staff has been keeping busy with the summer staff just now coming in. They are on track with getting everything open in time and are focused on Sunset Pool this week. The outdoor restrooms are all open and staff are using daily checklists to ensure all tasks are done with each cleaning. Rick Kator's first open house at the Greenhouse went very well and was well attended.

Staff will be doing some turf restoration at Arbizzani Park that are needed after the completion of the park renovation there last spring. With this being his last board report prior to retirement, Supt. Gabriel thanked the board in closing.

#### SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. The recreation team has been very busy getting ready for the upcoming season. This past weekend was the first of two weekends of our production of Singin' In The Rain Jr with all shows having been sold out. The second cast is performing this coming weekend & we are on the fast track to those shows selling out as well. Vice President Frankenthal thought having the parents write their children a short note with words of encouragement to be taken backstage prior to the show was a great idea. Stone Creek has been open for three weekends now and starting in June it will be open during the week for full hours. Both pools are well on their way to being ready for opening. Revenues for both Sunset & SPRC were reviewed. Staff are very happy to report that usage and revenue are up for both facilities from last year.

#### MANAGER OF PECK FARM PARK

Peck Farm Park Manager Trish Burns reviewed her report. The Butterfly House opened this past weekend with the release party & training was on May 9<sup>th</sup> with over 50 people in attendance this year. V3, the restoration company hired to remove invasive weeds on Peck South to the east of the house, have been very active in spraying for reed canary, phragmites and willow. There were around 400 visitors for the Earth Day event on April 21st and over 2,000 pounds of paper were shredded and recycled. This Wednesday will be another Kane County Naturalist Program graduation with 35 people recertifying.

#### NEW BUSINESS

##### RECREATION COMMITTEE REPORT

Supt. of Recreation Nicole Vickers reviewed the Recreation Committee report. The Recreation Committee consisted of Pat Lenski & Susan VanderVeen. Ms. Vickers stated that many of the goals from last year were completed. She reviewed the comparisons of the seasons and discussed the upcoming recommended 2018-2019 goals and objectives from the staff. Commissioner Condon made a motion to approve the Recreation Committee Report and goals and objectives as presented. Commissioner Lenski seconded. All ayes. Motion carried.

##### FVSRA BOARD APPOINTMENTS

Each year, the FVSRA requires formal recognition of GPD's appointment to their board. Vice President Frankenthal made a motion to approve the appointment of Sheavoun Lambillotte to represent GPD on the FVSRA with Christy Powell and Nicole Vickers appointed as alternates. Commissioner Lenski seconded. All ayes. Motion carried.

##### VEHICLE/MOWER PURCHASE UPDATE

Supt. Gabriel reviewed a memo and summary of our 2017/18 vehicle replacement budgeted vs actual costs. Through competitive bidding and auction, the park district saved \$17,550.77 over what was budgeted for vehicle replacement. Vice President Frankenthal inquired as to what the "budget salvage" column of the summary was referring to. Mr. Gabriel stated that it was the trade-in value if they had chosen that option over auction.

##### EXECUTIVE SESSION

At 8:17 p.m., Vice President Frankenthal made a motion to go into Executive Session for the purpose of reviewing executive session minutes & for land acquisition. Commissioner Lenski seconded. All ayes. Motion carried

The board returned to the regular meeting from executive session at 8:32 p.m. Vice President Frankenthal made a motion to approve executive session minutes dated November 17, 2017; January 15, 2018; February 19, 2018; March 8, 2018; March 19, 2018; and April 16, 2018 as presented; and approve the release of executive session minutes dated May 16, 2016; July 18, 2016; May 15, 2017; November 17, 2017; March 8, 2018 and March 19, 2018 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 Lenski made a motion to adjourn the meeting at 8:32 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

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Secretary, Board of Commissioners  
Geneva Park District

Submitted By: Sheavoun Lambillotte / Amy McConnell

**GENEVA PARK DISTRICT  
ANNUAL MEETING  
May 21, 2018**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:32 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Peggy Condon, Vice President John Frankenthal, Commissioner Pat Lenski & President Susan VanderVeen answered present. Commissioner Jay Moffatt 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; and Manager of Peck Farm Park Trish Burns

Guest: None

Press: None

PRESIDENT'S ANNUAL REPORT

President VanderVeen read the President's annual report which is attached to these minutes.

ELECTION OF PRESIDENT PRO TEM

President VanderVeen asked for nominations for President Pro Tem. Commissioner Condon nominated Vice President Frankenthal as President Pro Tem. Commissioner Lenski seconded. All ayes. Motion carried.

NOMINATION FOR PRESIDENT

President Pro Tem Frankenthal asked for nominations for President. Commissioner Condon nominated and made a motion to approve Susan VanderVeen for President. Commissioner VanderVeen seconded. All ayes. Motion carried.

NOMINATION FOR VICE PRESIDENT

President Pro Tem Frankenthal asked for nominations for Vice President. Susan VanderVeen nominated and made a motion to approve John Frankenthal for Vice President. Commissioner Lenski seconded. All ayes. Motion carried.

APPOINTMENT OF TREASURER AND SECRETARY

President Susan VanderVeen appointed Commissioner Pat Lenski as Treasurer and Sheavoun Lambillotte as Secretary.

APPOINTMENT OF FOIA OFFICERS, OMA OFFICERS, SAFETY COORDINATORS & ADA COORDINATOR

President Susan VanderVeen appointed Sheavoun Lambillotte, Christy Powell & Amy McConnell each as both FOIA & OMA Officers; Nicole Vickers & Christy Powell as Safety Coordinators and Supt. Larry Gabriel as the ADA Coordinator.

COMMITTEE APPOINTMENTS

Proposed committee appointments were reviewed. Director Lambillotte asked if anyone had any changes. With there being no changes, Commissioner Condon made a motion to approve the proposed committee appointments as presented. Commissioner Lenski seconded. All ayes. Motion carried.

Commissioner Lenski made a motion to adjourn the annual meeting at 7:42 p.m. and return to the Regular meeting. Vice President Frankenthal seconded. All ayes. Motion carried.

Submitted By: Sheavoun Lambillotte / Amy McConnell

## President's 2018 Letter

The expansion of our environmental initiatives influenced many of our highlights this year:

- Spring welcomed neighborhoods with new play structures at Elm, Frank K Burgess and Preston parks to the delight of the children. Some of the old equipment was donated to 'Kids around the World'. This organization refurbishes the equipment and sends it to 3<sup>rd</sup> world countries that are in need. It's recycling at its finest!
- Our newly introduced 'Oaktober' tree planting program has been enhanced with generous donations from the Geneva Park District Foundation, Natural Resources Committee and Geneva Garden Club. This program is helping reforest our parks that were devastated by the Emerald Ash Borer.
- The purchase of the Peterson property adjacent to Peck Farm Park adds .56 acres to the park. This addition adds more opportunity for environmental education, and to expand natural prairie habitat of indigenous wildlife.
- We have renewed efforts to complete prescribed burns to manage our many natural areas. These burns are necessary for the sustainable health of our prairies. With excellent planning and cooperative weather, we were able to accelerate our burn plan with close to 100% coverage this year.
- We plan to install 8 additional pollinator gardens in various west side parks. These create the environment for Monarch Butterflies & Honey Bees to develop and thrive. The gardens also add to a regional corridor for the Monarch Butterflies to move through the area.
- We continue to recycle old electronics and are systematically changing out light bulbs to LEDs in all our facilities to be more environmentally friendly.

Other Park District news includes:

- The completion of the Peck Farm Park parking lot expansion, which accommodates our many visitors to the park, the Butterfly House and to Hawks Hollow, our nature playground.
- A new sprayground was a very welcome addition at Mill Creek Pool.
- The renovation of the Bob Cox baseball field at Sunset Park was celebrated with a ribbon cutting on Geneva Baseball's opening day April, 21st and it was very well-attended.
- A collaborative agreement with the Geneva School District resulted in the resurfacing of the Geneva High School tennis courts and another with the City of Geneva for the transfer of the property North of Bennett Park which adds 5.5 acres to the Park District, both of which are great examples of how intergovernmental partnerships benefit the residents of Geneva.
- A new bike trail map has been created by Park District staff that shows 69 miles of Geneva Park District trails, links to regional bike paths and places of interest in our city.

We are proud to report that we have received our 6<sup>th</sup> consecutive Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

We are in the process of completing the Park District Risk Management Agency risk management review, which we undergo every 4 years.

Larry Gabriel and JoAnn Able will be retiring after many years of dedicated service to the Geneva Park District. We thank them for their contributions and wish them well in their future endeavors.

Thank you for giving me the opportunity to serve this wonderful community and to work with the committed staff and volunteers.

Susan VanderVeen