

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
August 20, 2018
7:00 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:00 p.m. This meeting was held at the Peck Farm Park Orientation Barn.

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Amy McConnell, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Park Trish Burns, Recreation Coordinator Claire Gornicki and Recreation Supervisor Kelly Wales.

Guests: Don & Ellen Ljung, Geneva residents; Tom LaLonde, Williams Architects.

Press: None

HEARING OF GUESTS

Mrs. Ljung thanked the board and staff for purchasing new chairs for Sunset Pool and addressed her concerns about other pool related items.

READING OF MINUTES

Commissioner Moffat made a motion to approve the Regular Scheduled Meeting Minutes of July 16, 2018 as presented. Commissioner Lenski 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 July financial reports. In regards to the revenue and expenditures financial report we are 25% of the way through the year and we are on target. The audit is complete and will be presented to the board in September. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

Press book was passed round. Supt. Vickers welcomed a new staff member to the Geneva Park District team. Claire Gornicki is our new Recreation Coordinator. Also, a letter from a resident was read by President VanderVeen.

OLD BUSINESS

SUNSET SPRAYGROUND BID RESULTS

Supt. Vickers reviewed the bid results for the Sunset Sprayground project recommending that the bid from Crossroads Construction be accepted. Commissioner Lenski made a motion to approve Crossroads Construction’s bid in the amount of \$316,000 for the Sunset Sprayground project as presented. Commissioner Moffat seconded. All ayes. Motion carried.

SCC ROOF & HVAC BID RESULTS

Supt. Vickers reviewed the bid results for the Sunset Community Center Roof & HVAC project recommending that the bid from Crowther Roofing be accepted. After discussion regarding the alternate and possible pricing for the next phase of the project, Commissioner Moffat made a motion to move approve Crowther Roofing’s bid in the amount of \$389,000 (base bid of \$320,000 plus \$69,000 for the alternate) as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

PFP RESTROOM PROJECT UPDATE

Tom LaLonde and staff presented the new design option for additional restrooms at Peck Farm that incorporates buildout of the restrooms in an existing structure on site and additional possible design options for more program or banquet space for the site. After some discussion the board agreed to move forward with bidding out Phase 1 of the proposal that includes an estimate for concrete flooring throughout the existing structure.

COMMUNICATIONS

The Capital Planning Meeting will be on October 10th 5:00-7:00 PM.

The OSLAD grant has opened up and we plan to apply for funding for the Peck Farm North Trail Development project.

Plans for the new Stone Creek Miniature Golf structure are being finalized and will be presented to the board soon.

The path extension plan from Route 31 to Route 38 was submitted to the Cetron property developer and we are awaiting their input and/or approval.

Work continues in preparation for this year’s Autumn Fair. Several board members will be in attendance volunteering.

A calendar of events & meetings was provided to the Board.

FUTURE MEETINGS

GPD Foundation Regular Meeting	September 11	7:00 p.m.
GPD Board Regular Meeting	September 17	7:00 p.m.

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Jerry Culp presented his report. Staff has been very busy weeding our gardens and with tree removals. They have also been focusing on pruning up the trails. Due to some storm damage the Stone Creek sign was damaged and we have a company working on the repair. Throughout the whole summer with concerts & movies, the parks department has worked with the recreation department to make sure those events have gone smoothly. Staff are currently auditing the baseball fields and plan to renovate more clearing up some drainage issues. Fields are also being prepped for fall soccer and lacrosse. The Parks Maintenance section of the PDRMA review is coming up next week. The equipment at 7th Street Park was removed and the demo contractor has completed all of their work. Signage will go up at Dryden Park to inform residents of when those tennis courts will be closed due to being renovated. Commissioner Moffat inquired about the protocol of how we maintain the level of the lake at Peck

Farm and the process was explained by Supt. Culp and Mgr. Burns. Commissioner Lesnki asked if we were continuing to laser grade our baseball fields and Supt. Culp explained that we indeed are.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Both facilities are undergoing their annual cleanings. Fall registration is underway with programming starting the week of Labor Day & we are currently working on our winter brochure. The summer events are coming to a close and they were extremely successful thanks in part to the Parks Dept help. Mill Creek Pool has closed and staff received an overall 5 Star audit for this pool season. Moore Park will remain open through October on the weekends if the weather continues to hold up. Staff will install signage to help inform the residents. Revenues for both Sunset & SPRC were reviewed. Commissioner Moffat inquired as to what the system of registering for the Polar Express Story Train event is and Supt. Vickers explained the process.

MANAGER OF PECK FARM PARK INTERPRETIVE CENTER

Manager of Peck Farm Park Trish Burns reviewed her report. V3 and our staff have been focusing on removing invasive plants from the prairie east of the house. Autumn Fair will be on Saturday, September 15th from 11 AM-3 PM. Our Day in The Park and Back to School Fest events went great and were both well attended. Mgr. Burns also reported that we had an extremely large increase of 45% in participation for summer camp at Peck Farm.

NEW BUSINESS

AUDIT TRANSFER – RESOLUTION #2018-05

Supt. of Finance & Personnel Christy Powell stated that at the end of each fiscal year, the District transfers a portion of any surpluses remaining for the year from the General and Recreation Fund to the Capital Fund in the form of an Audit transfer. She reviewed the breakdown of the \$650,000 transfer showing different projects to which funds will be allocated and how the remaining funds will be going into the individual fund's respective fund balance. Vice President Frankenthal made a motion to approve the Audit Transfer Resolution #2018-05 authorizing transfer of unexpended funds. Condon-absent, Frankenthal-aye, Lenski-aye, Moffat-aye and VanderVeen-aye. Four ayes, one absent. Motion carried.

SURPLUS PROPERTY DISPOSAL RESOLUTION #2018-06

The resolution grants the park district formal permission to dispose of surplus property. The property is often traded in for replacement vehicles and/or equipment but sometimes it may simply be disposed of. Commissioner Lenski made a motion to approve the Surplus Property Disposal Resolution #2018-06 as presented. Vice President Frankenthal seconded. A roll call votes was taken. Condon-absent, Frankenthal-aye, Lenski-aye, Moffat-aye and VanderVeen-aye. Four ayes, one absent. Motion carried.

ENVIRONMENTAL REPORT CARD

The environmental report card is a self-evaluation tool provided to us through our professional association for the purpose of assessing our agency's environmental management practices. Staff has prepared this document for the board in an effort to show our continued commitment to conservation of natural resources and the protection of our environment.

BEFORE & AFTER SCHOOL PROGRAM REPORT

Recreation Supervisor Kelly Wales was present to review the Before & After School program report. Ms. Wales gave an overview of the program. The year ended with 388 participants, which is an increase from last year. The District had an overall net profit of 30%. The main expenses for this program are the school rental fees, staff salaries, administrative expenses, trainings, supplies & site snacks for the kids. Looking at our fees, the community feels that in comparison to other similar programs we are reasonably priced. 42% of this year's evaluations were returned and we had a lot of positive feedback. Our overall top box score was 90% for the entire survey & we had high scores for communication, our sites being free of safety hazards, organization, functionality & program meets personal expectations of families. We had several comments that complimented our staff. We are looking to continue the enrichment programs with Peck Farm & the Geneva library visiting each of the sites. We bused participants from Williamsburg to Western Avenue again in order to accommodate more children into the program. We will continue focusing on staff training & team building throughout this next year. Also, we'll continue working with the school district on their behavior policy & try to provide some consistency for the children. We also continue to work closely

with FVSRA on inclusion in our programming, its growth & how we are managing that. Commissioner Moffat made a motion to approve the 2017-2018 Kids' Zone Board Report and the 2018-2019 recommendations as presented. Commissioner Lenski seconded. All ayes. Motion carried.

SAFETY REPORT REVIEW

Superintendent 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 mentioned that we have completed four out of five sections of the PDRMA review and that it has been going very well. Also, the number of accident reports are down from last year's numbers. Vice President Frankenthal suggested that staff be reminded that if they ever feel that something they are doing is being done in an unsafe manner that they stop, re-evaluate and make it safe before proceeding.

EXECUTIVE SESSION

At 8:51 p.m. Commissioner Moffat made a motion to enter into Executive Session for the purpose of discussing Litigation. Vice President Frankenthal seconded. All ayes. Motion carried.

The board returned to the regular meeting at 8:58 p.m.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:58 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell