

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
November 19, 2018**

CALL TO ORDER

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

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Amy McConnell, Supt. of Parks & Properties Jerry Culp, Manager of Peck Farm Park Interpretive Center Trish Burns and Director of Marketing Traci Wicks.

Guests: None

Press: None

HEARING OF GUESTS

Executive Director Lambillotte and the Board thanked Traci Wicks, the Director of Marketing and Public Relations, for her 10 years of service to the Park District.

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Capital Improvement Planning Meeting of October 10, 2018, with the mentioned change in delegates for the IAPD Credentials Certificate; the minutes from the Regular Scheduled Meeting of October 15, 2018; and the minutes from the Recreation Committee Meeting of November 7, 2018 all 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. Vice President Frankenthal seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance and Personnel Christy Powell reviewed the October Financial reports and shared the timeline for the upcoming limited bond issuance with the board. Commissioner Moffat made a motion to approve the travel expenses for two board members to attend the annual IPRA/IADP Conference January 2019 in the amount of \$1,238.00. Vice President Frankenthal seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried. 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 Book and a letter from a Geneva resident about the sale of pool passes through Groupon.

STAFF PRESENTATION

Director of Marketing Traci Wicks gave a presentation on social media and web based marketing for the district.

OLD BUSINESS

TAX LEVY ORDINANCE #2018-07 (2nd Draft)

The first draft of the tax levy ordinance was presented at the October Board meeting and it remains unchanged. The public hearing regarding the tax levy will be held at 7:00 p.m. on December 10th during the regularly scheduled board meeting. The legal notice for the meeting is published in late November.

PECK FARM RESTROOM PROJECT BID RESULTS

Supt. Jerry Culp reviewed the bid results with the board. The board and staff reviewed the base bid and the alternate options. Commissioner Moffat made a motion to approve the base bid of \$234,700 and Alternates 1A, 1B and 2 from Lite Construction, totaling \$344,700. Commissioner Condon seconded. All ayes. Motion carried.

Vice President Frankenthal left the meeting at 8 p.m.

COMMUNICATIONS

Director Lambillotte informed the board that staff are in the process of updating the district’s short and long range goals and objectives, as well as, the CIP budget.

Staff met with the new Chamber of Commerce Director to discuss future partnership opportunities for both agencies.

A meeting was held with staff to continue to develop the district’s mission, vision and value statements.

The first planning meeting was held with the GPD Foundation and the NRC to begin planning for their partnership on the Wine, Cheese and Trees fundraising event.

FUTURE MEETINGS

Regular Scheduled Meeting	December 10	6:00 P.M.
Public Hearing – Tax Levy	December 10	7:00 P.M.
Foundation Regular Scheduled Meeting	January 15, 2019	7:00 P.M.

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Director Lambillotte reviewed the report. She mentioned that we recently successfully completed all of our Halloween events and a lot of fun was had. The Zombie Apocalypse event saw a decrease in attendance this year and staff are brainstorming ideas to replace this event for next year. Ideas were discussed amongst the board and staff. On the horizon we have the Polar Express Story Train event that continues to be very popular. The newly designed winter brochure is out to print. CSI: Christmas Scene Investigators and the Holiday Variety Show are both in rehearsals for December performances. The SPRC & SRFC membership & revenue figures for BestLife Fitness were reviewed.

MANAGER OF PECK FARM PARK INTERPRETIVE CENTER

Manager of Peck Farm Park Trish Burns reviewed her report. The natural areas management plan has been updated and includes the most up to date prescribed burn schedule. The volunteer appreciation dinner will be at Peck on 12/5 at 5:30 PM & Ms. Burns invited the Board to attend. Our newest event, Christmas on the Farm, will be on 12/15.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. Staff is finishing up with mowing, working on leaf cleanup, continuing with tree trimming and will be aerating and over-seeding. Staff have a new winter storm management plan in place that includes using less salt and pretreating the areas to prevent ice accumulation prior to a snow/ice event. The infields at Eagle Brook and Don Forni Park are both currently being renovated. The west side pollinator beds have all been installed. This winter the ice rinks will be moved to a turf area at both the Mill Creek Pool and Wheeler Park locations.

RECREATION COMMITTEE MEETING REPORT

Director Lambillotte reviewed the Recreation Committee Meeting report and recommendations. The Committee included board members Susan VanderVeen and Jay Moffat, as well as, all Recreation staff. She discussed the highlights of the spring and summer programs. Separate reports were presented with revenue and expenditure breakdowns for 2018 Spring & Summer programs, and 2018 Summer Day Camp. Recommendations were presented. Commissioner Moffat made a motion to approve the Recreation Committee Report for Spring and Summer 2018 and recommendations for 2019 as presented. Commissioner Condon seconded. All ayes. Motion carried.

6TH STREET PARK INTERGOVERNMENTAL LEASE AGREEMENT

The new intergovernmental agreement between the Library and the Park District was presented to the Board for approval. Commissioner Moffat suggested that a memorandum of understanding be drafted to include the Library's long term intentions of continuing the agreement due to the Park District's expenditures in installing the new park at the location. Commissioner Moffat made a motion to approve the 6th Street Park Intergovernmental Lease Agreement between the Library and Park District as presented. Commissioner Condon seconded. All ayes. Motion carried.

SURVEYS-FALL EVENTS

Survey results from Halloween HayDay, the Harvest Hustle and Zombie Apocalypse were shared with the Board. Overall we had a great return on the surveys and very positive comments from the participants.

EXECUTIVE SESSION

At 8:35 p.m., Commissioner Moffat made a motion to go into Executive Session for the purpose of reviewing executive session minutes, litigation and land acquisition. Commissioner Condon seconded. All ayes. Motion carried.

At 9:02 p.m. the Board returned to the Regular meeting from executive session. Commissioner Moffat made a motion to accept the land/cash dedication from M/I Homes and move forward with the development of this property. Commissioner Condon seconded. All ayes. Motion carried.

Commissioner Moffat made a motion to approve executive session minutes dated May 21, 2018; August 20, 2018; and September 17, 2018 as presented; and the disposal of tapes of previously released minutes 18 months and older. Commissioner Condon seconded. All ayes. Motion carried.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 9:03 p.m. Commissioner Condon seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell