

**GENEVA PARK DISTRICT
PUBLIC HEARING MINUTES
January 21, 2019
7:00 PM**

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 Frankenthal, Commissioner Lenski (remote), Commissioner Moffat and President VanderVeen all answered present. Commissioner Condon arrived at 7:04 p.m.

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 and Athletics/Facility Supervisor Jim Huetson and Aquatic/Recreation Supervisor Sarah Sielisch.

Guests: Jon Foust, a full time employee of Geneva Park District.

Hearing of Guests: None

LIMITED BOND BINA RESOLUTION #2019-01

Supt. of Finance & Personnel Christy Powell stated the purpose of the hearing will be to receive public comments on the proposed issuance of the limited bond of \$1,650,000 to fund various capital projects. This resolution will need to be approved during the regular scheduled meeting.

Commissioner Moffat made a motion to adjourn the Public Hearing. Vice President Frankenthal seconded. Motion carried. All ayes. President VanderVeen closed the Public Hearing at 7:05 p.m.

Secretary

Submitted By: Sheavoun Lambillotte/Amy McConnell

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
January 21, 2019
7:05 p.m.**

CALL TO ORDER

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

ROLL CALL

President Susan VanderVeen called for the roll. Commissioner Condon, Vice President Frankenthal, Commissioner Lenski (remote), Commissioner Moffat and President VanderVeen all answered present.

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 and Athletics/Facility Supervisor Jim Huetson.

Press: None

Guests: Jon Foust, a full time employee of Geneva Park District.

HEARING OF GUESTS

Director Lambillotte, staff and the Board recognized Jon Foust for his 10 years of service to Geneva Park District.

READING OF MINUTES

Vice President Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of December 10, 2018, the Public Hearing for the Tax Levy Ordinance of December 10, 2018 and the Long Range Planning Committee Meeting of January 9, 2019 as presented. Commissioner Condon seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

After some clarification on the ice rink expenses, Commissioner Moffat made a motion to approve the claims and accounts as presented. Commissioner Condon seconded.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the December financial reports. She highlighted the investment report stating that our blended rate is now 2.07%. We are 67% of the way through the fiscal year. Lastly, we received the annual amount of \$1,500 from PDRMA for achieving the accreditation in 2018. 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

Vice President Frankenthal made a motion to approve the agenda with moving the Asset Management Work Order Software Proposal after Correspondence. Commissioner Moffat seconded. All ayes. Motion carried.

CORRESPONDENCE

Press book with clippings.

ASSET MANAGEMENT WORK ORDER SOFTWARE PROPOSAL

Representatives Domingo Rogers & Rodney Hunter from Dude Solutions, an asset management and work order software company, gave a short presentation about their product. Commissioner Moffat made a motion to approve the Dude Solutions software package for a total of \$13,285. Vice President Frankenthal seconded. All ayes. Motion carried.

OLD BUSINESS

SAFETY COMMITTEE REPORT REVIEW

Superintendent of Recreation, Nicole Vickers, will present our safety report reviewing the last 6 months of activity in this area. Staff will be available to answer any questions the board may have.

LIMITED BOND BINA RESOLUTION #2019-01

Supt. of Finance Christy Powell stated the BINA resolution is a declaration of the intention of the Park District to issue \$1,650,000 in limited bonds in February. She stated the majority of this money goes to playground and equipment replacement; vehicles & equipment; and building improvements. Commissioner Moffat made a motion to approve the Limited Bond BINA Resolution #2019-01. Vice President Frankenthal seconded. A roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

COMMUNICATIONS

Director Lambillotte introduced Bre Cullen, a prospective board member, to staff and the board and updated the board on the status of the upcoming election.

Staff will be attending the IPRA Conference January 24-26 in Chicago.

A legislative update concerning prevailing wage was shared with the board.

The Clover Hills Park playground replacement project is presently out to bid and the results will be shared with the board in February.

Staff attended the Batavia Plan Commission Meeting in December as they reviewed the Winding Creek housing development. The Geneva Park District will likely accept a parcel of land along with a land/cash contribution for the development of a park in this location.

The Park District is in final negotiations for the temporary easement agreement and memorandum of understanding for the UP railroad third rail project.

Park District staff and legal are reviewing a memorandum of understanding between the City of Geneva and the Cetron property developers for the construction of the bike path connection from Rt. 31 to Rt. 38.

Full time staff of the Park District participated in a cooperative training with the Bloomingdale Park District on January 11th.

Staff will be in Springfield tomorrow to provide a short presentation on the Peck Farm North Trail Project to IDNR as part of the OSLAD grant process.

The GPD Foundation has been working hard in cooperation with the NRC in preparation for the upcoming Wine, Cheese & Trees Fundraiser.

The board and staff will soon be receiving Statements of Economic Interests by email. As in past years, it must be completed online by May 1, 2019.

FUTURE MEETINGS

Regular Scheduled Meeting	February 18, 2019	7:00 P.M.
Personnel & Policy Committee (Pat Lenski & John Frankenthal)	February 28, 2019	4:00 P.M.
Geneva Park District Foundation Meeting	March 19, 2019	7:00 P.M.
Finance Committee – Budget Meeting (Pat Lenski & Susan VanderVeen)	April 9, 2019	4:00 P.M.

STAFF REPORTS

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks Jerry Culp reviewed his report. Staff have been working diligently to get the ice rinks up and running. Plowing and tree trimming due to recent storms have also been a priority for the Parks Dept. This includes trail work to clean up the paths. Staff are inventorying our need for new trees and are putting together a plan for this spring. A 40 acre burn was successfully completed at Peck Farm and staff hope to complete more depending on the weather. Typical winter maintenance items such as painting picnic tables and trash receptacles are nearly complete. Construction has begun on the restroom project at Peck Farm. Staff is working on a plan to contract out some different park sites to better streamline our new mowing operations that includes 2 mowing crews run out of Wheeler Park.

SUPERINTENDENT OF RECREATION

Superintendent of Recreation Nicole Vickers reviewed her report. Winter programming is well underway & staff is currently working on the spring brochure. She highlighted on the upcoming events of the Super Shuffle 5k to be held on February 3 and the Just Dad-n-Me Dance will be held on February 17. The fitness centers have been very busy. Construction continues on the spray ground at Sunset Pool. The SRFC & SPRC revenue and expense reports were reviewed.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. The Peck House will be 150 years old this year and we plan to have a celebration this summer. The KCCN program has 32 people registered in the upcoming session. The 8th annual Wine, Cheese & Trees fundraiser will be hosted by the Natural Resources Committee of Geneva and the Geneva Park District Foundation on February 23rd. We will also be hosting an Earth Day Event at Peck Farm Park on April 13th. Visitation has been very strong due to the nicer weather.

NEW BUSINESS

2018 STONE CREEK MINIATURE GOLF ANNUAL REPORT

Athletics/Facility Supervisor Jim Huetsen reviewed the 2018 Stone Creek Miniature Golf/Disc Golf Report. Mr. Huetsen stated that the total attendance was 19,108. The District also participated in a Groupon again this year which was successful in increasing attendance numbers. He reviewed the revenue and expenditures for the 2018 season compared to 2017. Mr. Huetsen reviewed and discussed the recommendations and suggestions for 2019. Commissioner Moffat made the motion to approve the 2018 Stone Creek Mini Golf/Disc Golf Annual Report with recommendations as presented. Commissioner Condon seconded. All ayes. Motion carried.

2019 SHORT & LONG RANGE PLAN ANNUAL GOALS & OBJECTIVES and the 2019 MASTER PLAN UPDATE DETAILS

Director Lambillotte stated that each year the Geneva Park District updates and revises its Short and Long Range Plan Annual Goals and Objectives and Master Plan Details of the District. The Long Range Planning Committee Meeting was held on January 9th with committee members Peggy Condon and Jay Moffat present. Director Lambillotte gave an overview of the summary of goals from the 2019 Short & Long Range Plan Goals and Objectives. She also reviewed the 2019 Master Plan Details which includes the Capital Improvement Plan (CIP) Budget and reviewed some of the larger projects in the CIP to be completed in 2019-2020. Once the 2019 Goals and Objectives are approved by the board, they will be posted to the District's website. Commissioner Condon made a motion to approve the 2019 Short and Long Range Plan Annual Goals & Objectives and the 2019 Master Plan Update Details as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

2019 BUDGET & PERSONNEL EVALUATION CALENDAR

The 2019 Budget Calendar and Personnel Evaluation Calendar were reviewed. Vice President Frankenthal made a motion to approve the 2019 Budget Calendar and Personnel Evaluation Calendar as presented with possibly adjusting dates for the Personnel & Policy Committee Meeting and the Finance Committee Meeting. Commissioner Moffat seconded. All ayes. Motion carried.

SAFETY MANUAL AND PHYSICAL FITNESS FACILITY MANUAL EMERGENCY PLAN UPDATES

Commissioner Moffat made a motion to approve the updates to the Safety Manual and the Physical Fitness Facility Manual Emergency Plan as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

OLD MILL PARK GAZEBO ROOF PROPOSAL

Commissioner Moffat made a motion to approve the replacement of the Old Mill Park Gazebo Roof with a copper roof by G. Klemm Roofing in the amount of \$11,750. Commissioner Condon seconded. All ayes. Motion carried.

EXECUTIVE SESSION

None

Commissioner Moffat made a motion authorizing the Executive Director to execute an amendment to Tolling Agreement with Illinois Metropolitan Investment Fund. Vice President Frankenthal seconded. All ayes. Motion carried.

ADJOURN

Vice President Frankenthal made a motion to adjourn the meeting at 8:57 p.m. Commissioner Condon seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Amy McConnell