

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
March 18, 2019
7:00 p.m.**

CALL TO ORDER

President Susan VanderVeen called the meeting to order at 7:04 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Lenski (remote), Commissioner Moffat and President VanderVeen all answered present. Commissioner Condon arrived at 7:10 PM. Vice President Frankenthal 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

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 18, 2019 and the Personnel & Policy Committee Meeting of February 28, 2019 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 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. Commissioner Lenski seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

Press clippings from the month were available for board to review. An email from a trail user at Peck Farm Park commending our staff was shared with the board and staff.

STAFF PRESENTATION-CUSTOMER SERVICE ORIENTATION VIDEO

Director Lambillotte explained that, as part of our onboarding process, staff has prepared a video for all new staff to watch in an effort to help staff gain a better perspective of the district as a whole. Facility Managers

Elliott Bortner and Hannah Sterricker were integral in putting the video together.

OLD BUSINESS

None

COMMUNICATIONS

Construction will soon begin on the spring playground replacement at Clover Hills Park. Staff hope to have it complete by Memorial Day weekend.

Staff are preparing to go out to bid on the second phase of the HVAC/roof replacement at Sunset later this spring.

The Geneva Park District Foundation partnered with the City of Geneva’s Natural Resource Committee on this year’s Wine, Cheese and Trees event. It was a successful fundraiser for both organizations and we look forward to continuing the partnership.

Staff has been negotiating with a number of developers on land/cash contributions including Winding Creek in Batavia, Greenhouse Pointe in Geneva, Hamilton Place in Geneva and a new development of townhomes near Mill Creek Pool. Staff is still working with the Cetron development, now called Hamilton Place, to finish the trail connection between Route 31 & Route 38.

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

Staff is finalizing the 2019/20 proposed budget and will present it for Finance Committee review (Pat Lenski & Susan VanderVeen) early next month followed by a presentation to the full Board on April 15th.

FUTURE MEETINGS

Finance Committee Meeting (Pat Lenski & Susan VanderVeen)	April 9	4:00 PM
Regular Scheduled Board Meeting	April 15	7:00 PM
GPD Foundation Meeting (Regular & Annual)	May 2	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 and our recent Mom & Son Night event, which had 575 participants. Staff is busy prepping our facilities for the upcoming summer season. Our current BestLife Fitness marketing campaign numbers were reviewed and usage at both fitness centers is up. 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. Staff has completed several successful burns to start off the Spring burn season. The upcoming Earth Day event on April 13th at Peck Farm will again have paper shredding.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. Mr. Culp reported that the ice rinks are now closed, with the rinks being open for over 6 weeks this season. 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. As weather allows, staff will conduct additional prescribed burns. Scheduled chainsaw training for staff will be held later this month. Staff is replacing light fixtures throughout the district with LED fixtures, as repairs are needed. Staff has decided to switch from the Dude Solutions work order/asset management system software to one with PubWorks. This was done due to a pricing calculation error by Dude Solutions, resulting in their software cost increasing from that which was approved at our January board meeting. Construction continues on the restroom project out at Peck Farm Park.

NEW BUSINESS

GREENHOUSE ROOF REPLACEMENT PROPOSAL

The roof on the old greenhouse is in disrepair and in need of replacement. Commissioner Condon made a motion to approve Carlin Horticultural Supplies for the work in the amount of \$17,593.93. Commissioner Moffat seconded. All ayes. Motion carried.

CONTRACTED MOWING SERVICES BID RESULTS

The bid results for contractual mowing services at 21 park locations for this fiscal year were shared with the board. Four bids were submitted with Americana Landscape Group providing the lowest bid. Commissioner Moffat made a motion to approve the mowing contract to Americana Landscape Group in the amount of \$43,703.00. Commissioner Condon seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:01 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 8:12 p.m.

PERSONNEL POLICY COMMITTEE RECOMMENDATIONS

The Personnel and Policy Committee (John Frankenthal & Pat Lenski) met on February 28 to discuss recommendations for full-time salary and wage proposals in preparation of the 2019-20 budget. Staff provided 2018 accomplishments, an organizational chart, full-time and part-time salary ranges and wage recommendations for board review. Commissioner Moffat made a motion to approve the organizational chart; full-time and part-time salary and wage ranges; a full-time average merit increase of 3% along with two professional salary increases totaling \$8,900. Commissioner Lenski seconded. All ayes. Motion carried.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:12 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Amy McConnell