

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
April 15, 2019
7:00 p.m.**

CALL TO ORDER

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

ROLL CALL

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

Guests: Bre Cullen

Press: None

HEARING OF GUESTS

Director Lambillotte recognizes 4 board members for their years of service. Pat Lenski and John Frankenthal for 10 years and Peggy Condon and Susan VanderVeen for 20 years. She thanked them for their time and dedication to Geneva Park District's mission.

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of March 18, 2019 and the Finance Committee Meeting of April 9, 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 March financial reports. She reported that we are 92% of the way through the current fiscal year and the revenue expense report is in line with budget. Superintendent Powell reminded the board that the Statements of Economic Interest must be returned by May 1st or there will be a late filing fee. Commissioner Moffat made a motion to approve the Treasurer's Report and Supt. of Finance Report as presented. Vice President Frankenthal seconded. All 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 binder was passed around.

OLD BUSINESS

CERTIFIED RESOLUTION #2019-06 TO APPROVE THE TEMPORARY CONSTRUCTION EASEMENT WITH UP RAILROAD

The temporary construction easement with the Union Pacific Railroad for the third rail project was

presented to the board along with a memorandum of understanding/agreement for the coordination of that work. The railroad has agreed to offer the Geneva Park District \$24,430.00 for the easement as referenced in the offer package letter. Commissioner Moffat made a motion to approve the temporary construction easement and the certified resolution. Vice President Frankenthal seconded. A roll call vote was taken. Commissioner Condon-aye; Vice President Frankenthal-aye; Commissioner Lenski-aye; Commissioner Moffat-aye; and President VanderVeen-aye. All ayes. Motion carried.

PECK NORTH TRAIL OSLAD PROJECT LANDSCAPE ARCHITECT PROPOSAL

The agreement for Upland Design LTD to perform the services associated with the Peck Farm North Trail Project was presented to the board. Commissioner Moffat made a motion to approve the agreement with Upland Design in the amount of 62,650.00. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

Director Lambillotte spoke to the Geneva Learners Club members at the History Center last month about everything Geneva Park District.

Carolyn Nagle's last day as Executive Director of the FVSRA will be April 30th. The FVSRA Board is close to hiring a new Executive Director to take the helm on May 1st.

Next month Geneva Park District will welcome a new board member to the team. Bre Cullen will be sworn in and take the place of Peggy Condon who is retiring from the board in May.

FUTURE MEETINGS

Recreation Committee Meeting (Susan VanderVeen & Jay Moffat)	May 8, 2019	4:30 PM
Public Hearing	May 20, 2019	7:00 PM
Regular Scheduled Meeting	May 20, 2019	7:05 PM
Annual Meeting	May 20, 2019	

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. The Butterfly House will open on May 18th with training starting on May 1st. The Butterfly Release Party will be on May 17th. Successful prescribed burns were done at Peck and in other areas around the district. The Community Gardens opened today. The Earth Day event was this past Saturday with about 350 people in attendance and there were four trees planted in Sandholm Park.

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. Spring preparations are moving full speed ahead with weed control, ball field prep and turf restoration. Staff are also in the process of opening up the outdoor restroom facilities, the pools and mini golf. Hand dryers are now installed at Sunset Pool and will be installed in the public restrooms next. The restroom project at Peck Farm is going very well and staff are very excited to have this done prior to the busy summer months.

SUPERINTENDENT OF RECREATION

Director Lambillotte reviewed the Supt. of Recreation's report. The Egg-Mazing Race, Egg Hunt and Bunny Breakfast were all this past weekend and a lot of fun was had. The Bunny Basket Deliveries will be this upcoming weekend. Playhouse 38 productions Proof and Anne of Green Gables are both in rehearsals. Spring programs have begun & Summer registration starts on May 7th. Mill Creek & Sunset pools are both gearing up to open, as well as mini-golf. The Sunset Pool Spray Ground will also be opening up this Spring. Revenues for both Sunset & SPRC were reviewed. The Recreation Committee Meeting was set for May 8th at 4:30 p.m.

NEW BUSINESS

WHEELER OPERATIONS FACILITY ROOF/HVAC REPLACEMENT PROPOSAL

The Wheeler Operations Facility roof/HVAC are in need of replacement. Commissioner Moffat made a motion to approve Simon Roofing in the amount of \$150,960.00 and Midwest Mechanical in the amount

of \$45,506.00 for this project. Commissioner Lenski seconded. All ayes. Motion carried.

PAVILION ROOF REPLACEMENT PROPOSAL

The roofs at both pavilions in Wheeler Park are in need of replacement. Information regarding replacing both roofs was shared with the board. Commissioner Moffat made a motion to approve Simon Roofing in the amount of \$32,962.00 for this project. Commissioner Condon seconded. All ayes. Motion carried.

PROPOSED BUDGET FY 2019-2020

Christy Powell gave a power point presentation of the Proposed Budget FY 2019-2020 that started with our mission statement. She reviewed the calendar in regards to the budget, meetings, drafts, final drafts etc. The finance committee, consisting of Susan VanderVeen and Pat Lenski, reviewed the budget on April 9th. Supt. of Finance & Personnel Powell summarized each section of the budget. She highlighted various changes made in the budget from last year to this year and any increases/decreases in the various funds in this budget as compared to last year's budget. She went over the various revenue sources that make up the District's revenue budget. The budget is on public display for 30 days prior to approval/presentation to the board which will happen in May. She highlighted the many services the district offers, and the breakdown of the tax bill. In regards to the EAV, for the fifth year in a row, after 5 years of decline, we saw another increase this past year. Commissioner Moffat made a motion to approve the Proposed Budget FY 2019-2020 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

BUDGET & APPROPRIATION ORDINANCE #2019-5 (Draft)

Supt. Finance & Personnel Powell highlighted the draft ordinance and reviewed the information with the Board. The ordinance will be presented at a Public Hearing on May 20, 2019 at 7:00 PM and will be presented for approval at the May 20, 2019 Board Meeting. The budget ordinance will be available for public review for more than 30 days.

2019-2020 EQUIPMENT REQUEST

A list of vehicles and equipment that are scheduled to be replaced in the 2019-20 fiscal year per our Master Plan replacement schedule was shared with the board. Supt. Culp explained the details of all replacements and trade-ins. Commissioner Moffat made a motion to approve the purchase of the 2019 ABI Force Ballfield Machine, the John Deere 1600 Wide Area Mower and the Vermeer Wood Chipper BC 1500 for a total not to exceed \$115,753.95. Commissioner Condon seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Commissioner Moffat made a motion to enter into Executive Session for the purpose of discussing Personnel at 8:30 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

The board returned to regular session at 8:43 p.m.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:44 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Amy McConnell