

**GENEVA PARK DISTRICT
PUBLIC HEARING MINUTES**

May 20, 2019

7:00 P.M.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:00 p.m.

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte; Accounts Payable & Payroll Manager Linda Fox; 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.

Press: None

Guests: Keith Johnson, Brynn Pattermann, Robert, Lincoln & Harper Spelich.

HEARING OF GUESTS

Commissioner Bre Cullen introduced her family-Robert, Lincoln & Harper Spelich.

REVIEW OF BUDGET AND APPROPRIATION ORDINANCE #2019-5

Supt. of Finance & Personnel Christy Powell stated the ordinance had been on display for public review for over 30 days at the Park District and notice of the hearing was published in the Kane County Chronicle on May 2nd. There were no questions asked by the guests that were present.

The President waited five minutes and asked for a motion to adjourn the meeting. Commissioner Moffat made a motion to adjourn the Public Hearing Mtg. at 7:05 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary, Board of Commissioners

Submitted By: Sheavoun Lambillotte / Linda Fox

GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
May 20, 2019
7:05 p.m.

CALL TO ORDER

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

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte; Accounts Payable & Payroll Manager Linda Fox; 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.

Press: None

Guests: Keith Johnson, Brynn Pattermann, Robert, Lincoln & Harper Spelich.

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of April 15, 2019 and the Recreation Committee Meeting Minutes of May 8, 2019 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat asked for clarification for certain expenditures. With no further questions, Commissioner Lenski 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 April financial reports. This is the 12 month Revenue and Expenditure Report. Supt. Powell stated that there will be some adjustments to the report as we continue making year-end accounts payable adjustments. Supt. Powell pointed out that these are preliminary numbers and may change slightly once the audit is complete, but this report serves as a good estimate. Commissioner Condon made a motion to approve the Superintendent of Finance Report as presented, along with the conference & training fees of \$246.48 for Commissioner Moffat to attend the IAPD Legislative Conference and the IAPD Leadership Institute. Commissioner Lenski seconded. A roll call vote was taken. Condon-aye, Frankenthal-absent, Lenski-aye, Commissioner Moffat-abstain, VanderVeen-aye. Three ayes. Motion carried.

APPROVAL OF THE AGENDA

Commissioner Lenski made a motion to approve the agenda noting that the oath of office will take place as listed on the agenda ahead of old business. Commissioner Condon seconded. All ayes. Motion carried.

CORRESPONDENCE

A letter of congratulations from Great Lakes Park Training Institute was passed around to the board. Jason Black and Ethan Peterson were awarded the 2019 Garrett G. Eppley Scholarship Awards. The press book was passed around to the board members.

OATH OF OFFICE-ELECTED PARK BOARD MEMBERS

Commissioner Bre Cullen & Commissioner Jay Moffat were sworn in by Judge Keith Johnson.

ANNUAL MEETING – Temporary Adjournment to Annual Meeting

Commissioner Lenski made a motion to adjourn the Regular Scheduled Meeting to go into the Annual Meeting at 7:27 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Commissioner Moffat made a motion to return to the Regular Meeting at 7:40 p.m. Commissioner Cullen seconded. All ayes. Motion carried. The Annual Meeting was adjourned and the board returned to the regular meeting.

OLD BUSINESS

BUDGET AND APPROPRIATION ORDINANCE #2019-5

Supt. of Finance & Personnel Powell stated the ordinance had been available for public inspection at the Park District for thirty days. The budget was reviewed and approved by the Finance Committee and Board in April. A budget hearing notice was published in the Kane County Chronicle and the ordinance will be filed with the county. Commissioner Moffat made a motion to approve the Budget and Appropriation Ordinance #2019-5 as presented. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Frankenthal-absent, Lenski-aye, Moffat-aye, VanderVeen-aye. Four ayes. One absent. Motion carried.

ADA AUDIT COMPLIANCE UPDATE

Each year in our capital plan, staff takes on a number of projects to continue to meet the requirements of our ADA accessibility audit. After having reviewed a memo summarizing current ADA projects, staff asks for the board's formal commitment to continued compliance. Commissioner Lenski made a motion to support staff in their continued commitment to address items on our ADA accessibility audit. Commissioner Moffat seconded. All ayes. Motion carried.

LIBRARY PARK PLAN PROPOSAL

Director Lambillotte reviewed the contract for Landscape Architect services for the proposed park at the new library. Staff has communicated with the Library that the most efficient process will be to plan and prepare for the park now, to be ready to go out to bid as soon as the library project is near completion. Therefore staff will begin gathering public input on the design of the park later this summer. Commissioner Moffat made a motion to approve the contract for services from Upland Design Ltd., in the amount of \$13,400 for this project. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

Geneva Park District was awarded a \$3,500 donation from the Geneva Garden Club which will be used toward tree planting within our parks.

Staff and board attended the Legislative conference in Springfield on April 30th-May 1st. It was very informative as a new administration takes office in Illinois. Staff and board discussed the many changes and the new initiatives. Discussion was held on ways to continue communication with the district's legislators.

Director Lambillotte stated that staff diverted traffic to the south parking lot and provided shuttle service to those that needed help getting to the SCC facility during the water main emergency.

Director Lambillotte stated staff is working extremely hard to get as many ballfields as possible playable during this very wet spring season.

Staff is working with Organizational Trainer Amy Cotter, to work toward the development and strengthening of an internal organizational culture that brings staff together to align toward a common goal.

Director Lambillotte was pleased to announce that we are fully staffed in all departments. Brynn Pattermann has been hired as our new Administrative Assistant.

The Park District has taken the responsibility of the downtown marquee advertising. Staff is excited at the opportunity to be able to promote more of our programs and events. The marquee will still remain available for the City, the Library, the Chamber, the School District and the History Center to advertise as well.

The Sunset Pool new spray ground grand opening/ribbon cutting ceremony is scheduled for May 25th at 11 a.m.

FUTURE MEETINGS

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|--------------------------------|---------------|---------|
| Foundation Autumn Fair Meeting | June 11, 2019 | 7:00 PM |
| Regular Scheduled Meeting | June 17, 2019 | 7:00 PM |

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks and Properties Jerry Culp reviewed his report. Staff has been keeping busy mowing and with spring clean-up. Pavilion restrooms are open for the season. Staff is working on additional drainage for ballfield prepping. The pavilions at Wheeler Park have both been reroofed. Park staff is installing irrigation in the sensory garden at Peck Farm and the quad at Wheeler to reduce staff time watering and to maintain healthier plants. The restroom project at Peck Farm Park is 99% completed. The district is committed to planting 50 trees in the parks this year from the fundraising campaign. Approximately \$20,000 has been received from the GPD Foundation, the NRC and the Garden Club.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Screen Free Week program was held the week of April 29th. Twenty five families participated in the scavenger hunt. Staff is quite busy with all the facilities starting up for the season. Nicole reviewed Sunset & SPRC memberships and revenue report for the month of April.

MANAGER OF PECK FARM PARK

Peck Farm Park Manager Trish Burns reviewed her report. An irrigation system has been added to the Sensory Garden next to the Butterfly House. V3, the restoration company, is in their second year to remove invasive plants on Peck South to the east of the house. They have been very active in spraying for reed canary grass, phragmites and teasel. The Butterfly House opened this past weekend with the release party on May 17 with 320 registered and 60 walk ups. We will be hosting the Kane County Certified Naturalist graduation at Peck Farm with 28 people graduating and 65 people recertifying.

NEW BUSINESS

RECREATION COMMITTEE REPORT

Supt. of Recreation Nicole Vickers reviewed the Recreation Committee report. The Recreation Committee consisted of Jay Moffat & Susan VanderVeen. Ms. Vickers stated that many of the goals from last year were completed. She reviewed the comparisons of the seasons and discussed the upcoming recommended 2019-2020 goals and objectives from the staff. Commissioner Moffat made a motion to approve the Recreation Committee Report and goals and objectives as presented. Commissioner Lenski seconded. All ayes. Motion carried.

FVSRA BOARD APPOINTMENTS

Each year, the FVSRA requires formal recognition of GPD's appointment to their board. Commissioner Lenski made a motion to approve the appointment of Sheavoun Lambillotte to represent GPD with Christy Powell and Nicole Vickers appointed as alternates. Commissioner Moffat seconded. All ayes. Motion carried.

BOARD POLICIES & PROCEDURES MANUAL UPDATE

Staff reviewed the Board Policies and Procedures Manual and made some necessary updates and changes. Commissioner Moffat made a motion to approve the updated Board Policies and Procedures Manual. Commissioner Lenski seconded. All ayes. Motion carried.

SEALCOATING & ASPHALT PAVING PROJECTS

Supt. of Parks Jerry Culp reviewed with the board all planned sealcoating and asphalt paving projects for the year. Staff will prepare to go out for bid this summer with the work to be scheduled late summer/early fall.

EXECUTIVE SESSION

At 8:45 p.m., Commissioner Moffat made a motion to go into Executive Session for the purpose of reviewing executive session minutes, discuss personnel and land acquisition. Commissioner Lenski seconded. All ayes. Motion carried

The board returned to open session at 9:50 p.m. Commissioner Moffat made a motion to approve executive session minutes dated November 19, 2018; December 10, 2018; February 28, 2019; March 18, 2019; and April 15, 2019 as presented; and approve the release of executive session minutes dated February 28, 2019 and March 18, 2019 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Lenski seconded. All Ayes.

ADJOURN

Commissioner Cullen made a motion to adjourn the meeting at 9:50 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Linda Fox

**GENEVA PARK DISTRICT
ANNUAL MEETING
May 20, 2019**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:27 p.m.

ROLL CALL

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

Staff members present were Executive Director Sheavoun Lambillotte; Accounts Payable & Payroll Manager Linda Fox; 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.

Press: None

Guests: Keith Johnson, Brynn Pattermann, Robert, Lincoln & Harper Spelich.

PRESIDENT'S ANNUAL REPORT

President VanderVeen read the President's annual report which is attached to these minutes.

ELECTION OF PRESIDENT PRO TEM

President VanderVeen asked for nominations for President Pro Tem. Commissioner Moffat nominated Commissioner Lenski as President Pro Tem. Commissioner Cullen seconded. All ayes. Motion carried.

NOMINATION FOR PRESIDENT

President Pro Tem Lenski asked for nominations for President. Commissioner Moffat nominated and made a motion to approve Susan VanderVeen for President. Commissioner Cullen seconded. All ayes. Motion carried.

NOMINATION FOR VICE PRESIDENT

President Pro Tem Lenski asked for nominations for Vice President. Susan VanderVeen nominated and made a motion to approve John Frankenthal for Vice President. Commissioner Moffat seconded. All ayes. Motion carried.

APPOINTMENT OF TREASURER AND SECRETARY

President Susan VanderVeen appointed Commissioner Pat Lenski as Treasurer and Sheavoun Lambillotte as Secretary.

APPOINTMENT OF FOIA OFFICERS, OMA OFFICERS, SAFETY COORDINATORS & ADA COORDINATOR

President Susan VanderVeen appointed Sheavoun Lambillotte, Christy Powell & Administrative Assistant each as both FOIA & OMA Officers; Nicole Vickers & Christy Powell as Safety Coordinators and Supt. of Parks Jerry Culp as the ADA Coordinator.

COMMITTEE APPOINTMENTS

Proposed committee appointments were reviewed. Director Lambillotte asked if anyone had any changes. With there being no changes, Commissioner Lenski made a motion to approve the proposed committee appointments as presented. Commissioner Cullen seconded. All ayes. Motion carried.

Commissioner Moffat made a motion to adjourn the annual meeting at 7:40 p.m. and return to the Regular meeting. Commissioner Lenski seconded. All ayes. Motion carried.

Submitted By: Sheavoun Lambillotte / Linda Fox

President's Message 2019

I look back on the past year with pride, thinking about the accomplishments we made and the awards and recognition we have received.

- We completed the Park District Risk Management Agency loss control review last fall. The staff did an excellent job preparing for this rigorous, thorough review that is conducted every 4 years. We received a near perfect 98.04% score.
- We received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. This is a very challenging recognition to achieve, yet we have earned it for 8 consecutive years.
- The park district was awarded a \$400,000 Open Space Land Acquisition and Development (OSLAD) Grant for the Peck Farm North Trail project. Geneva was one of only 30 agencies across the state of Illinois that were awarded a portion of the \$29 million available through the matching grant program.

We made many improvements to facilities and parks throughout the district:

- Phase 1 of the roof/HVAC replacement at Sunset Community Center is complete and Phase 2 has been started. Portions of the old roof have provided shelter for over 30 Years. The new roof & HVAC system is more efficient and effective in aiding us in our quest to become more energy efficient.
- The Clover Hills Park renovation was completed for the spring season. The old equipment was donated to the Kids Around the World organization. We are enthusiastic about recycling our equipment to this organization because they refurbish it and place it in 3rd world communities in need.
- The expansion of environmental initiatives also included recycling old electronics, transitioning to hand dryers at all restroom facilities, and updating light bulbs to LEDs in all our facilities.
- Dryden Park's tennis courts received a new resurfacing. As Pickleball has become increasingly popular, we have added pickleball lines to our tennis courts at Mill Creek and plan to add lines to our courts at Lions Park this summer. We also hosted our first pickleball tournament at SPRC last winter. It was a great success.
- The sand playground at Sunset pool has been converted to a sprayground, much to the delight of the children.
- Additional restrooms were completed at Peck Farm in time for our summer season. This is a welcome addition to the ever-growing number of visitors to the park.
- Our efforts to complete prescribed burns of our managed natural areas went well despite the challenges the weather always provides.
- The Oaktober tree planting program, established in 2017, is thriving. Over 100 trees were planted throughout the district last year. Many thanks to the cooperative efforts provided by the Geneva Park District Foundation, the City of Geneva's National Resource Committee and the Geneva Garden Club.
- Due to recurring floods on Island Park, our summer concerts series moved to its permanent location in the amphitheater at River Park. Patrons love the new venue!

We continue to review our recreational offerings and revamp programs and offer new ones in response to our community input. Some examples are:

- National Go Outside Day encourages residents to explore & enjoy their beautiful parks.

- Playhouse 38 now offers season tickets.
- Our pre-school continues to thrive with more opportunities for full day options and the addition of enrichment programming.
- Kid's Zone continues to increase in popularity and need with its highest enrollment to date this past year.
- In an effort to attract more older adults to our programs we have launched numerous additional fitness offerings to our Health and Wellness lineup.
- Just Dad & Me Dance and Mom & Son Night continues to increase in popularity with these family programs bringing together over 750 couples!

Finally, during this past winter of the Polar Vortex we were proud to serve over 1,400 residents at our fitness facilities and open gyms over the two days when most other private business and government agencies were closed.

I feel blessed to serve this amazing community. I am honored to work with a very talented staff and committed volunteers. Thank you all very much.

Sincerely,

Susan VanderVeen
Park Board President