

**GENEVA PARK DISTRICT**  
**REGULAR SCHEDULED MEETING MINUTES**  
**September 16, 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 Cullen, Vice President Frankenthal, Commissioner Lenski, Commissioner Moffat and President VanderVeen answered present.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Park Trish Burns, Aquatic & Recreation Supervisor Sarah Sielisch and Recreation Supervisor Kelly Wales.

Guests: Jennifer Martinson from Lauterbach & Amen, LLP; and residents of Geneva as follows: Thia Tollas, Sarah Cunnar, Grayce Cunnar, Kendall Tollas, Zachary Eckstrom, Cynthia Ruzicka, Jerry Ruzicka, Connie Hennessy, Don Hennessy and Jim Cunnar.

Press: None

HEARING OF GUESTS

Executive Director Lambillotte recognized multiple sunset pool employees for their team effort in saving a life at Sunset Pool and presented them each with awards. The board members all stood to shake their hands and thank them.

READING OF MINUTES

Commissioner Moffat made a motion to approve the Regular Scheduled Meeting Minutes of August 19, 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. Vice President Frankenthal seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the August financial reports. We are 33% through the fiscal year with revenue and expenses. Revenues are ahead of budget and expenditures are under what we would expect at this time of year. Commissioner Lenski 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 the exception of moving the Audit FY 2018-2019 under New Business to be discussed after Correspondence. Commissioner Moffat seconded. All ayes. Motion carried.

CORRESPONDENCE

President VanderVeen shared a card from a resident recognizing and thanking staff for the work done to the sculpture at Island Park.

## AUDIT FY 2018-2019

Jennifer Martinson from Lauterbach & Amen, LLP was present and reviewed the FY 2018-19 Audit Report and Management Letter. The audit presents the financial position and operational results of the District. The income statement was reviewed and discussed. Ms. Martinson highlighted the Management's Discussion and Analysis for the year ending April 30, 2019 and reviewed various pages in the report. Commissioner Moffat noted that Larry Gabriel was listed instead of Jerry Culp on page 1. Supt of Finance Powell agreed that was a misprint and will be noted. Commissioner Moffat made a motion to approve the Geneva Park District Comprehensive Annual Financial Report for the Fiscal Period ending April 30, 2019 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

## OLD BUSINESS

### LIONS TENNIS COURT PROPOSAL

Staff recommends the Board of Commissioners approve the proposal from American Sealcoating for resurfacing Lions Park tennis courts. Staff reached out to several contractors for quotes on the resurfacing of the Lions Park tennis courts. American Sealcoating came in as the low bid. After some discussion, Commissioner Moffat made a motion to accept the proposal from American Sealcoating in the amount of \$19,872 for the resurfacing of the Lions Park tennis courts as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

### PETERSON PROPERTY UPKEEP AND DEMOLITION

Staff recommends the Board of Commissioners approve the proposal from Fowler Inc. to demolish the Peterson House at Peck Farm Park. Staff reached out to several contractors for quotes. Fowler Inc. came in as the low bid. After some discussion, Commissioner Moffat made a motion to accept the proposal from Fowler Inc. in the amount of \$19,850 for the demolition of the Peterson House at Peck Farm Park as presented. Commissioner Lenski seconded. All ayes. Motion carried.

### FABYAN SOCCER FIELDS AMENDMENT TO LICENSE AGREEMENT & GOAL SAFETY/EDUCATION POLICY

Executive Director Lambillotte explained that the board approved the Fabyan Soccer Fields Amendment to License Agreement last month with the exception to extend the lease through 2025. Kane County does not wish to extend the license agreement through 2025 because they plan to make changes to the document next year. Staff asks that the board approve the amendment to license agreement and goal safety/education as presented. Vice President Frankenthal made a motion to approve the Fabyan Soccer Fields Amendment to License Agreement & Goal Safety/Education as presented. Commissioner Moffat seconded. All ayes. Motion carried.

## COMMUNICATIONS

Jay Moffat and Executive Director Lambillotte met with two of our legislators on September 3<sup>rd</sup>. Both Dan Ugaste and Karina Villa were very receptive to the Park District's mission. They shared some of what the District does and offered each our Capital Project Proposals for Rebuild Illinois funding.

The annual Board planning meeting with the board is set for October 8<sup>th</sup> at 5:30 PM.

Autumn Fair is this Saturday, Sept 21<sup>st</sup> and volunteers are still needed. Plans for Autumn Fair are going well.

A public meeting was held on September 10<sup>th</sup> to review proposed plans for Library Park. Attendance was very low with few residents from the neighborhood. Many of the attendees were affiliated with the library in one way or another. Input was gathered and some recommendations included a companion swing, more seating and additional shade structures. Staff is in the process of finalizing the plan and preparing bid documents.

Executive Director Lambillotte and Supt. of Parks & Properties Culp will be attending the NRPA conference September 23<sup>rd</sup>-26<sup>th</sup>.

A meeting was scheduled September 6<sup>th</sup> to review 95% drawings for the Peck Farm North development. Staff expects to go out to bid for the project on December 10<sup>th</sup> with construction beginning in the early spring.

Supt of Finance & Personnel Powell and Executive Director Lambillotte met with the GPD Foundation treasurers and the Geneva Park District's auditors to discuss audit review or some type of best practice review for the GPD Foundation. With two events raising over \$50,000, it may be prudent to review books and cash handling practices to make sure everything is being done properly for the safety of the Foundation. The Park District Board will consider including the Foundation under the Park District audit umbrella once every three years.

### **FUTURE MEETINGS**

Capital Planning Meeting	October 8	5:30 pm	Stephen Persinger Rec Center
October Foundation Meeting	October 15	7:00 pm	Sunset Community Center
October Board Meeting	October 21	7:00 pm	Sunset Community Center

### **STAFF REPORTS**

#### **MANAGER OF PECK FARM PARK INTERPRETIVE CENTER**

Manager of Peck Farm Park Burns reviewed her report. Over 500 pounds of produce was donated to the Northern Illinois Food Bank from our Community Garden this year. Autumn Fair is this coming Saturday, Sept 21<sup>st</sup>. Solemn Oath will be providing beer at the event with hopes of additional revenue. The Butterfly House will be closing for the season on September 21st after the Geneva Park District Foundation's Autumn Fair event.

#### **SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks & Properties Culp reviewed his report. He reported that staff has been very busy preparing for events throughout the summer. Staff has been preparing for Autumn Fair. Tree trimming and maintenance is ongoing. Staff completed the sandblasting and painting of the sculpture at Island Park. The pavilions at Wheeler Park are scheduled to get painted soon. Drainage work is complete at Mill creek Community Park. Staff is in the process of winterizing facilities. The phase II roof project is almost complete. The proposals for fall trees are coming in and will be ordered soon.

#### **SUPERINTENDENT OF RECREATION**

Supt. of Recreation Vickers reviewed her report. She reported that pools are closed and drained. Both fitness centers completed their yearly shut down. Folk Fest was successful and well attended. Mini golf attendance was up in August. Some fall events coming up including: Hustle S'more, Escape the Mansion, Halloween Hayday and Pizza Palooza. Playhouse 38 has two shows that are in rehearsal and go into production in October. Staff is looking into new marketing options to promote new memberships.

### **NEW BUSINESS**

#### **VISION AND VALUE STATEMENT**

Executive Lambillotte mentioned that at the planning meeting last October, the board and staff developed a framework for the District's vision and value statements to guide the District. Staff continued to work on these throughout the year and are asking the board to approve the vision and value statements for the District to adopt. Vice President Frankenthal made a motion to approve the vision and value statements as presented. Commissioner Moffat seconded. All ayes. Motion carried.

#### **WINDING CREEK LAND/CASH**

Commissioner Moffat made a motion to approve the final drafts of the letter of agreement and the park donation agreement related to the Winding Creek development as presented. Commissioner Lenski seconded. All ayes. Motion carried.

#### **SAFETY REPORT REVIEW**

Supt. of Recreation Vickers reviewed her report. Each month our safety committee reviews the accident reports for the district, as well as certificates of insurance. Supt. Vickers mentioned that we have agreed to participate in PDRMA's "Pilot B Program" which will roll out in 2021. She also reported that the number of accident reports are down in comparison to last year. Staff has also completed a threat management training video which Supt. Vickers submitted to PDRMA in hopes for additional funding.

### BEFORE & AFTER SCHOOL PROGRAM REPORT

Recreation Supervisor Kelly Wales was present to review the Before & After School program report. Mrs. Wales gave an overview of the program. Mrs. Wales noted that there was a typo in her report. Her report stated that we just completed our ninth year, when we actually just completed our tenth year. The year ended with 415 participants, which is an increase from last year. The District had an overall net profit of 32%. The main expenses for this program are the school rental fees, staff salaries, administrative expenses, trainings, supplies & site snacks for the kids. Looking at our fees, the community feels that in comparison to other similar programs we are reasonably priced. 40% of this year's evaluations were returned and we had a lot of positive feedback. Our overall top box score was 88% for the entire survey & we had high scores for communication, our sites being free of safety hazards, organization, functionality & program meets personal expectations of families. We had several comments that complimented our staff. We are looking to continue the enrichment programs with Peck Farm & the Geneva library visiting each of the sites. We bused participants from Williamsburg to Western Avenue again in order to accommodate more children into the program. We will continue focusing on staff training & team building throughout this next year. Also, we'll continue working with the school district on their behavior policy & try to provide some consistency for the children. We also continue to work closely with FVSRA on inclusion in our programming, its growth & how we are managing that. Commissioner Cullen suggested trying to include executive functioning skills such as study skills and organization. Mrs. Wales explained that they do encourage students to use those skills throughout the program. Executive Lambillotte added that we want the program to be play based and not an extension of school so children want to come and stay. Commissioner Moffat made a motion to approve the 2018-2019 Kids' Zone Board Report and the 2019-2020 recommendations as presented. Commissioner Lenski seconded. All ayes. Motion carried.

### ENVIRONMENTAL REPORT CARD

The environmental report card is a self-evaluation tool provided to us through our professional association for the purpose of assessing our agency's environmental management practices. Staff has prepared this document for the board in an effort to show our continued commitment to conservation of natural resources and the protection of our environment. Manager of Peck Farm Burns discussed that a few options the District is working on for the upcoming year include changes in our fleet management to include alternate fuel options and greener methods used to clean facilities. These may require additional capital monies that would need to be budgeted for. Commissioner Lenski made a motion to approve the environmental report card update and the information shared within. Vice President Frankenthal seconded. All ayes. Motion carried.

### EXECUTIVE SESSION

Commissioner Moffat made a motion to move into Executive Session for the purpose of discussing Land Acquisition and Litigation at 8:47 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

The board returned to the regular meeting at 9:34 p.m.

### ADJOURN

Vice President Frankenthal made a motion to adjourn the meeting at 9:34 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann