

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
October 21, 2019
7:00 p.m.**

CALL TO ORDER

President Susan 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 and Manager of Peck Farm Park Trish Burns.

Guests: Red Ribbon Week teacher sponsor Lisa Meister and GHS students Kieran McCarthy and Kiki Lappin.

Press: None

HEARING OF GUESTS

Executive Director Lambillotte congratulated and thanked Supt. of Recreation Vickers for 15 years of dedicated service and noted how proud and honored she is to work with Ms. Vickers. Supt. of Finance & Personnel Powell thanked Ms. Vickers and added that she is an important asset to the Park District. Ms. Vickers thanked the Board and staff for the opportunity and for the many years of support. Geneva High School SADD Club members Kieran McCarthy and Kiki Lappin spoke to the board about the purpose of the Red Ribbon Week program and thanked the board for their continued support.

READING OF MINUTES

Commissioner Moffat made a motion to approve the September 16, 2019 Regular Meeting Minutes and the October 8, 2019 Capital Improvement Planning Meeting Minutes 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 September financial reports and updated the board on the receipt of the 2nd real estate tax installment. 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

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

CORRESPONDENCE

Press clippings were passed around. Also included was a letter from Representative Dan Ugaste congratulating the Park District for being recognized with the IAPD Best of the Best Award in the Outstanding Citizen Volunteer of the Year for nominating Jay Womack.

OLD BUSINESS

RED RIBBON WEEK RESOLUTION

Representatives of Red Ribbon Week were present at the board meeting to present information to the

board and staff. Commissioner Moffat made a motion to approve the resolution supporting Red Ribbon Week of 2019-2020 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

LANDSCAPE ARCHITECT CONTRACT FOR 4TH ST PARK AND BRICHER PARK

Executive Director Lambillotte discussed details about the playground replacement at both 4th Street and Bricher Parks. Staff would recommend a motion to approve the contract from Upland Design for both parks in the amount of \$22,350. Commissioner Moffat made a motion to approve the contract from Upland Design as presented. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

Public meetings are scheduled on October 23rd and 24th in order to share with residents the conceptual plans for playground replacements at 4th Street and Bricher Parks. The District will be moving forward with plans along with comments and suggestions we receive from residents. A zipline has been incorporated into all conceptual plans.

Staff has had numerous meetings regarding the Peck Farm Trail, Library Park and the redesign of 4th Street and Bricher Parks. Staff plans to go out for bid in the upcoming months.

A Foundation meeting was held last week to review and discuss the annual Autumn Fair event. The event was successful even with the unfortunate weather.

The IAPD/IPRA Soaring to New Heights Conference will be January 23-25, 2020. Board members are encouraged to attend.

A Recreation Committee meeting was scheduled for November 11th. Vice President Frankenthal and Commissioner Cullen are on the committee and will be in attendance.

The annual Chamber of Commerce dinner and awards banquet is scheduled for November 7th & the FVSRA annual fundraiser will be held on November 15th. The Park District's holiday party is December 13th. Board members were invited to attend all three events.

FUTURE MEETINGS

Recreation Committee Meeting (John Frankenthal & Bre Cullen)	November 11, 2019	4:30 PM
Regular Scheduled Meeting	November 18, 2019	7:00 PM
Foundation Regular Scheduled Meeting	January 14, 2020	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Staff is busy with mowing, tree trimming and prepping for the fall events. Water fountains have been winterized and bathrooms are scheduled to get winterized next. Both pavilions at Wheeler Park have been painted. Staff has been busy cleaning up annual beds. Pools are shut down for the season allowing for routine maintenance work. Lions Park tennis court resurfacing may be pushed off until the spring due to the cold weather. Asphalt work is complete, contractor is finishing the topsoil and seeding. Staff has planted 50 trees throughout the District and an additional 75-100 trees are scheduled to be planted in the upcoming months. The slide at Marjorie Murray is unable to be sanded down to remove the graffiti. Board members and staff discussed options to address the graffiti on the slide. After discussion, Supt. of Parks & Properties Culp will research removing the slide and replacing it with a climbing structure.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. The Recreation Committee Meeting was scheduled for November 11, 2019 at 4:30 p.m. Pizza Palooza is being held tonight to kick off Red Ribbon Week and staff is busy preparing for Halloween events. Hustle S'more 5k race was a huge success with over 300 runners. Escape the Mansion was a new event this year that was successful and well attended. Mini golf had a slow September due to the cold weather. Commissioner Cullen noted that the workout sessions for Alzheimer's seem to be a big success and other programs should be researched with the

rising trend and need for those types of programs. Ms. Vickers explained that many classes are offered and as they cap out, additional ones are added to accommodate the popular trends. SPRC & SRFC memberships & revenues were also reviewed.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. Planning has begun for the natural areas management plan for 2019-2020. The Butterfly House closed for the season on September 21st and Ms. Burns reviewed the year-end report which shows 29,766 visitors for the 2019 season compared to 25,975 visitors for the 2018 season. Ms. Burns also noted that donations and volunteers were up this year. Autumn Fair was held at Peck Farm on September 21st with approximately 2,500 visitors. Attendance was lower than normal due to the weather, but the overall event was a success.

NEW BUSINESS

FVSRA MEMBER CONTRIBUTION REQUEST

Director Lambillotte stated the levy request for the Fox Valley Special Recreation Association for this year is being proposed with an increase of 4%. FVSRA has requested 0% for the past three years, therefore, staff feels this is fair and reasonable. Commissioner Moffat made a motion to approve the proposed FVSRA member contribution increase of 4% for the 2020/21 budget year. Commissioner Lenski seconded. All ayes. Motion carried.

TAX LEVY ORDINANCE #2019-09 (first draft)

Superintendent of Finance & Personnel Powell advised that this is the first draft of the tentative levy ordinance for next year. She reviewed the timeline and how the numbers are calculated for this Tax Levy Ordinance. The levy will be available for public review and will be reviewed again by the board in November. It will be presented for final approval in December with a public hearing. The ordinance must be filed by the last Tuesday in December.

IAPD CREDENTIALS CERTIFICATE

The board and staff reviewed the resolution on credentials regarding attendance at the annual meeting of the Illinois Association of Park Districts on January 25, 2020 at the Hyatt Regency Chicago. Commissioner Moffat made a motion to approve the IAPD Credentials Certificate with Commissioner Cullen to be the District's delegate, Commissioner Moffat as our 1st alternate and President VanderVeen as our 2nd alternate. Commissioner Lenski seconded. All ayes. Motion carried.

2019-2020 VEHICLE REPLACEMENT REQUEST

Supt. Culp reviewed a memo outlining the purchase of the majority of the vehicles budgeted for replacement in the 2019-20 fiscal year with the board. Additional research is being done on the proposed ballfield machine. Commissioner Moffat made a motion to approve the 2019-2020 vehicle replacement request as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

FITNESS EVALUATIONS

Survey results from our fitness evaluations were shared with the Board. Overall we had a great return on the surveys and very positive comments from the participants.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Cullen made a motion to adjourn the meeting at 8:14 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann