

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
November 18, 2019**

**CALL TO ORDER**

Vice President John Frankenthal called the meeting to order at 7:01 p.m.

**ROLL CALL**

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

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

Guests: None

Press: None

**HEARING OF GUESTS**

Executive Director Lambillotte thanked Commissioner Pat Lenski for his 10 years of service and presented him with a plaque from the Illinois Association of Park Districts. Executive Director Lambillotte also noted that Peggy Condon was awarded a plaque for her 20 years of service.

**READING OF MINUTES**

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of October 21, 2019 and the minutes from the Recreation Committee Meeting of November 11, 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**

Supt. of Finance and Personnel Powell reviewed the October Financial reports. Commissioner Moffat made a motion to approve the Treasurer's Report and the travel expenses for four board members to attend the annual IPRA/IAPD Conference in January 2020 with a correction that the hotel is at the Hyatt this year. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-absent. Four ayes. Motion carried.

**APPROVAL OF THE AGENDA**

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

**CORRESPONDENCE**

Press Book clippings were passed around.

**OLD BUSINESS**

**TAX LEVY ORDINANCE #2019-10 (2<sup>nd</sup> Draft)**

The first draft of the tax levy ordinance was presented at the October Board meeting and it remains unchanged. The public hearing regarding the tax levy will be held at 7:00 p.m. on December 9<sup>th</sup> during the regularly scheduled board meeting. The legal notice for the meeting is published in late November.

PECK NORTH UPDATE

Executive Director Lambillotte shared that the District has the final designs for the Peck North Master Plan and Trail project. Some features include a sundial and solstice that will be a very unique educational addition to the park. The District is set to go out to bid for the project December 10<sup>th</sup>.

LIBRARY PARK UPDATE

Executive Director Lambillotte stated that the District has the final design after public input for Library Park. A Friendship swing will be incorporated into the design. Commissioner Moffat inquired about the location of a bike rack. Executive Director Lambillotte noted that she will follow up on the exact location after her meeting with Library staff. The District will go out to bid for this project when there is a better idea as to when construction will begin on the site.

BRICHER PARK AND FOURTH STREET PARK REPORT

Executive Director Lambillotte noted final designs have been chosen for Fourth Street and Bricher Parks by the residents. Residents in attendance at the Bricher Park playground review meeting would like the Park District to consider more shade, more seating and a half basketball court as opposed to the zipline. After some discussion, the Board Members are pursuing the option to incorporate a half basketball court per the residents’ request. Staff would like to finalize plans for the parks with input from the board before moving forward to the bid phase.

COMMUNICATIONS

Director Lambillotte reported that Ryan Coffland has been hired as the new Athletic and Recreation Supervisor and that we are currently interviewing for the Aquatics Manager position.

Staff attended the annual Legal Symposium and reviewed many pertinent topics and legislation that affects the District.

Director Lambillotte informed the board that staff are in the process of updating the district’s short and long range goals and objectives.

The first planning meeting was held with the GPD Foundation and the NRC to begin planning for their partnership on the Wine, Cheese and Trees fundraising event that will take place on February 29, 2020.

Staff is continuing with team building training. The leadership team continues to work toward maximizing the strength of our organizational culture.

Work continues with Williams Architects on design options for Phase III of the Sunset Racquetball and Fitness Center renovation.

FUTURE MEETINGS

Regular Scheduled Meeting	December 9	7:00 P.M.
Public Hearing – Tax Levy	December 9	7:00 P.M.
Foundation Regular Scheduled Meeting	January 14, 2020	7:00 P.M.

**STAFF REPORTS**

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. She mentioned that all Halloween events have been completed successfully and a lot of fun was had. The Escape the Mansion event was brand new this year and was well received. Staff are brainstorming more ideas for this event for next year. On the horizon we have the Polar Express Story Train event that continues to be very popular. We have incorporated another option to the Polar Express. We are showing the Polar Express movie at Playhouse 38. Staff has emailed the waitlist and presented this option and noted that Santa will be there as well. The newly designed winter brochure is out to print. The SPRC & SRFC membership & revenue figures for BestLife Fitness were reviewed.

### MANAGER OF PECK FARM PARK INTERPRETIVE CENTER

Manager of Peck Farm Park Burns reviewed her report. The natural areas management plan has been updated and includes the most up to date prescribed burn schedule. The volunteer appreciation dinner will be at Peck on 12/4 at 5:30 pm. Ms. Burns invited the Board to attend. Peck Farm will be closed on Sundays for the winter season. One of our newest events, Christmas on the Farm, will be on 12/14.

### SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Staff is working on leaf cleanup, continuing with tree trimming and removal, and also tree planting. Staff will attend burn training. Baseball and soccer have ended. Drainage work has been completed at many of the ballfields. Commissioner Lenski asked for additional information about the drainage repairs. Mr. Culp explained the processes they used on each of the fields. Winterization is complete and staff is ready for the plowing and salting season. Staff is in the process of converting to LED lights around the District. Mr. Culp presented replacement options for the slide at Marjorie Murray Park. After some discussion, the Board would like to pursue a new open slide to replace the enclosed slide at Marjorie Murray Park.

### RECREATION COMMITTEE MEETING REPORT

Supt. of Recreation Vickers reviewed the Recreation Committee Meeting report and recommendations. The Committee included board members Bre Cullen and John Frankenthal, as well as, all Recreation staff. She discussed the highlights of the spring and summer programs. Separate reports were presented with revenue and expenditure breakdowns for 2019 Spring & Summer programs, and 2019 Summer Day Camp. Recommendations were presented. Commissioner Moffat made a motion to approve the Recreation Committee Report for Spring and Summer 2019 and recommendations for 2020 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

### FLEET VEHICLE AUCTION RESULTS

Supt. of Parks & Properties Culp outlined the results of the recent fleet vehicle auctions. Keeping vehicles on the road, reducing vehicle operating costs, maintaining resale value and complying with regulations are the key components of our replacement program. Mr. Culp noted how pleased the District is with the auction results versus the trade in values.

### SURVEYS-FALL EVENTS

Survey results from Halloween HayDay, Hustle S'more and Escape the Mansion were shared with the Board. Overall we had a great return on the surveys and very positive comments from the participants.

### PERSONNEL POLICY – DRUG & ALCOHOL POLICY UPDATE

Supt. of Finance and Personnel Powell reviewed with the Board updating our Personnel Policy Manual as it relates to the Drug and Alcohol Policy. With the upcoming legislation regarding the legalization of marijuana, it is important for our organization to formally address the change with our employees. The updated policy along with our plan of action for training and compliance were also enclosed. Ms. Powell noted the Policy guidelines and plan of action were both provided by PDRMA. Commissioner Moffat made a motion to approve the Personnel Policy – Drug & Alcohol Policy Update as presented. Commissioner Lenski seconded. All ayes. Motion carried.

### EXECUTIVE SESSION

At 8:02 p.m., Commissioner Moffat made a motion to go into Executive Session for the purpose of reviewing executive session minutes, litigation and land acquisition. Commissioner Cullen seconded. All ayes. Motion carried.

At 8:08 p.m. the Board returned to the Regular meeting from executive session. Commissioner Moffat made a motion to approve executive session minutes dated May 20, 2019; June 17, 2019; July 15, 2019; August 19, 2019; September 16, 2019 and October 8, 2019 as presented; and approve the release of executive session minutes dated June 17, 2019 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Lenski seconded. All ayes. Motion carried.

ADJOURN

Commissioner Cullen made a motion to adjourn the meeting at 8:08 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann