

GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
January 20, 2020
7:00 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:03 p.m.

ROLL CALL

President Susan VanderVeen called for the roll. Commissioner Cullen, Vice President Frankenthal, Commissioner Lenski, Commissioner Moffat (remotely by telephone) and President VanderVeen all 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, Athletics/Facility Supervisor Ryan Coffland and Sunset Facility Manager/Fitness Supervisor Jim Huetson.

Press: None
Guests: None

HEARING OF GUESTS

Ryan Coffland introduced himself as the new Athletics/Facility Supervisor. Supt. of Recreation Vickers stated that in the short period Ryan has been here, he has done a great job. The Board members all welcomed him.

READING OF MINUTES

Vice President Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of December 9, 2019, the Public Hearing for the Tax Levy Ordinance of December 9, 2019 and the Long Range Planning Committee Meeting of January 15, 2020 as presented. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Lenski 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

Supt. of Finance & Personnel Powell reviewed the December financial reports. Ms. Powell stated that we added three new CD's to the portfolio. We received approximately \$79,000 from the IMET Recovery Distribution and we should be receiving another small check from IMET. Finally, an extra \$328.00 will need to be approved in travel expenses for the Board members that are attending the IAPD/IPRA Soaring to New Heights Conference. Commissioner Moffat stated that due to unseen matters, he will no longer be able to attend the conference. Vice President Frankenthal made a motion to approve the Treasurer's Report and Superintendent of Finance Report along with the increase in travel expenses in the amount of \$328.00. Commissioner Lenski 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

A letter was read from a resident regarding questions about the membership renewal process. Director Lambillotte stated the renewal process would be reviewed with staff to ensure procedures are being followed correctly. Press book clippings were passed around for the Board to review. President VanderVeen shared an email regarding an upcoming Legislative Breakfast that Board Members and staff are invited to attend.

OLD BUSINESS

SAFETY COMMITTEE REPORT REVIEW

Supt. of Recreation Vickers presented the safety report reviewing the last 6 months of activity in this area. Ms. Vickers stated that all of the Recreation staff are in the process of completing their Bassett certification. Vice President Frankenthal asked if there is any root cause analysis done to identify any trends in accidents. Ms. Vickers stated that staff intends to log and track reports differently this year in order to identify trends. Director Lambillotte mentioned staff has a monthly safety meeting that reviews accident reports to see if any additional needs should be addressed.

FLEET VEHICLE PURCHASE

Supt. of Parks & Properties Culp presented the Board with information summarizing the final vehicle purchase of this fiscal year. Commissioner Cullen asked about the chipper box option. Supt. Culp explained the purpose and benefits of the chipper box and how it will be utilized. With no further questions, Commissioner Lenski made a motion to approve the replacement of the 2020 Dump Truck from Currie Motors in the amount of \$57,951.00. Vice President Frankenthal seconded. All ayes. Motion carried.

COMMUNICATIONS

Staff and Committee met on January 15th to go over the Short/Long Range Plan. Documents and the minutes from the meeting are included in the packet.

Staff will be attending the Illinois Park and Recreation Association Conference January 23-25 in Chicago.

Staff is presently working on annual full-time staff evaluations in preparation for our Personnel Policy Committee Meeting in March.

There are presently no candidate positions up for reelection this year on our Park Board. John Frankenthal will be up next in 2021.

The Bricher and Fourth Street playground replacement projects are currently out to bid. Results will be shared with the board in February. We will likely go out to bid for Library Park in March.

After conferring with the Illinois Department of Natural Resources regarding our possible PARC Grant project submission for Mini Golf, we were informed the project did not meet the specifications for this grant. The exercise did give us a better idea of the application process should we decide to apply in the future.

The Park District has received word from Union Pacific Railroad that they will likely begin cutting back the tree line at Dryden Park for the upcoming third rail project within the next few weeks.

The construction of the bike path connection from Rt. 31 to Rt. 38 is on hold as the Cetron property development known as "Hamilton Place" has been withdrawn.

Bids are due for the Peck Farm North Trail development project on January 28th. We will have those results for the board at our February board meeting.

The GPD Foundation has been working hard in cooperation with the NRC in preparation for the upcoming Wine, Cheese & Trees Fundraiser.

The IAPD annual meeting will be held at the IPRA Conference on Saturday, January 25 at 3:30 pm. Bre Cullen is the assigned delegate for this meeting and Jay Moffat is the alternate, but unable to attend.

The board and staff will soon be receiving Statements of Economic Interests by email. As in past years, it must be completed online by May 1, 2020 to avoid a late fee penalty.

The packet includes a board calendar with important meetings, events and continuing education dates.

FUTURE MEETINGS

Regular Scheduled Meeting	February 17, 2020	7:00 P.M.
Personnel & Policy Committee (Pat Lenski & Susan VanderVeen)	TBD	TBD
Geneva Park District Foundation Meeting	March 24, 2020	7:00 P.M.
Finance Committee – Budget Meeting (Pat Lenski & Jay Moffat)	April – TBD	TBD

STAFF REPORTS

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Staff have been working diligently to get the ice rinks up and running, and they are finally ready and in use. Staff was able to burn approximately 100 acres successfully this year. The slide at Marjorie Murray has been replaced due to vandalism. Staff was able to plant over 150 trees throughout our parks this fall. Many memorial trees, plaques and benches have been successfully planted and installed throughout the District. Staff have been pouring concrete in house for the memorial benches which has made the process more timely and cost efficient.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Winter programming is well underway & staff is currently working on the spring brochure. She highlighted the upcoming events of the Super Shuffle 5k to be held on February 2 and the Just Dad-n-Me Dance will be held on February 16. This is the 10 year anniversary of the Super Shuffle and it is trending very high. Staff has many great and fun activities planned for the event. The fitness centers have been very busy and are up financially. With a fee increase in January, we offered early renewal options which many residents chose to utilize. This contributed to some of the increase in numbers and in revenue. The SRFC & SPRC revenue and expense reports were reviewed in further detail.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Burns reviewed her report. With the Peck House being over 150 years old, the windows are in need of rehabilitation. Ms. Burns noted that a memo is included in the packet outlining details of the replacement and rehabilitation of the windows at Peck Farm. She also noted that a memo for increasing the Peck Farm rental rates is included in the packet. The 9th annual Wine, Cheese & Trees fundraiser will be hosted by the Natural Resources Committee of Geneva and the Geneva Park District Foundation on February 29th. The Butterfly House permit was issued last week. Staff has already begun hiring staff for the upcoming summer. Ms. Burns highlighted some upcoming programs. President Vanderveen asked about the Winnie the Pooh day program that was recently offered. Ms. Burns discussed the program in further detail.

NEW BUSINESS

2019 STONE CREEK MINIATURE GOLF ANNUAL REPORT

Supt. of Recreation Vickers introduced Sunset Facility Manager/Fitness Supervisor Huetson and Athletics/Facility Supervisor Coffland. Mr. Huetson reviewed the 2019 Stone Creek Miniature Golf/Disc Golf Report. The total attendance was 22,882. The District participated in Groupon again which was successful in increasing attendance numbers. Mr. Huetson stated that they changed how they track coupon redemption and free rounds given out to residents which gave more transparency as to where they came from. Director Lambillotte stated that we gave away free rounds this year as incentives for purchasing pool memberships and also to PTO's having fundraisers and other charitable organizations. He reviewed the revenue and expenditures for the 2019 season compared to 2018. Recommendations and suggestions for 2020 were reviewed and discussed. Vice President Frankenthal inquired about golf balls and clubs that get replaced each year. Mr. Huetson discussed reasons for the replacement of golf balls and clubs in details. With no further questions, Vice President Frankenthal made a motion to approve the 2019 Stone Creek Mini Golf/Disc Golf Annual Report and recommendations as presented. Commissioner Lenski seconded. All ayes. Motion carried.

2020 SHORT & LONG RANGE PLAN ANNUAL GOALS & OBJECTIVES AND THE 2020 MASTER PLAN UPDATE DETAILS

Director Lambillotte stated that each year the Geneva Park District updates and revises its Short and Long Range Plan Annual Goals and Objectives and Master Plan Details of the District. The Long Range Planning Committee Meeting was held on January 15th with committee members Bre Cullen and Jay Moffat present.

Director Lambillotte gave an overview of the summary of goals from the 2020 Short & Long Range Plan Goals and Objectives. She also reviewed the 2020 Master Plan Details which includes the Capital Improvement Plan (CIP) Budget and reviewed some of the larger projects in the CIP to be completed in 2020-2021. Once the 2020 Goals and Objectives are approved by the board, they will be posted to the District's website. Vice President Frankenthal made a motion to approve the 2020 Short and Long Range Plan Annual Goals & Objectives and the 2020 Master Plan Update Details as presented. Commissioner Lenski seconded. All ayes. Motion carried.

2020 BUDGET & PERSONNEL EVALUATION CALENDAR

Director Lambillotte stated the 2020 Budget Calendar and Personnel Evaluation Calendar are included for the Board to review.

HARASSMENT POLICY UPDATE RESOLUTION #2020-01

Supt. of Finance and Personnel Powell reviewed the Harassment Policy Update and Resolution #2020-01 outlining changes the District needs to make based on new legislation regarding the handling of harassment claims made against an elected official of the governmental unit by another elected official of a governmental unit. Commissioner Lenski made a motion to approve the Harassment Policy Update Resolution #2020-01 as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

PECK FARM WINDOW REPLACEMENT RESOLUTION #2020-02

Director Lambillotte reviewed the Peck Farm Window Replacement Resolution. She stated that the Resolution is for Authorizing a Contract for Procurement of Specialty Windows for a Historic Structure. This resolution is requested as a result of the specific and specialized nature of the work to preserve the historic authenticity of the windows. Staff recommends a motion to approve Resolution #2020-02 authorizing a contract with TMC Windows in an amount not to exceed \$86,000. Vice President Frankenthal inquired about lead paint disposal. Ms. Burns stated the company we have chosen to work with disposes properly of the lead paint per federal regulation. Commissioner Cullen asked if all windows will be replaced or restored. Ms. Burns stated that the company will do their best to rehabilitate and restore the windows to the original condition, but may have to replace certain parts. After some clarification and further discussion, Commissioner Lenski made a motion to approve the Peck Farm Window Replacement Resolution #2020-02 as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes. Motion carried.

PECK FARM PARK RENTAL FEE PROPOSAL

Manager of Peck Farm Burns reviewed the Peck Farm Park Rental Fee Proposal in detail. Director Lambillotte stated that the facility has become a very popular rental destination and the new fees and policy changes will help the District capture more rental revenue as well as utilize the facility to its greatest potential. Vice President Frankenthal made a motion to approve the Peck Farm Park Rental Fee Proposal as presented. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Vice President Frankenthal made a motion to move into Executive Session at 8:26 p.m. for the purpose of Land Acquisition. Commissioner Lenski seconded. All ayes. Motion carried.

At 8:59 p.m. the Board returned to the Regular meeting from Executive Session.

ADJOURN

Vice President Frankenthal made a motion to adjourn the meeting at 8:59 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann