

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES**

**April 18, 2011**

**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 Peggy Condon, Commissioner John Frankenthal, Commissioner Pat Lenski, Vice President Todd Karas and President Susan VanderVeen answered present.

Staff members present were Director Sheavoun Lambillotte, Office Manager Linda Fox, Supt. of Recreation Jay Kelly, Supt. of Parks & Properties Larry Gabriel, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Park Trish Burns, and Marketing/PR Supervisor Traci Wicks.

Guests: None

HEARING OF GUESTS

None

READING OF MINUTES

Vice President Karas made a motion to approve the minutes from the Regular Scheduled Meeting of March 21, 2011 and Budget Committee Meeting of April 4, 2011 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Vice President Karas made a motion to approve the claims and accounts as presented. Commissioner Condon seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the March financial reports and stated that everything is on target. She reviewed the District's tentative tax extension report. The District's overall tax rate increased from 42 cents to 45 cents per \$100 EAV. The total EAV for the District decreased approximately \$65.6 million or 4% from the prior year. Superintendent Powell reminded the Board that the Statements of Economic Interest must be returned by May 1<sup>st</sup> or there will be a late filing penalty fee. Commissioner Condon made a motion to approve the Treasurer's Report and Supt. of Finance Report as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

President VanderVeen read a thank you note from the family of Stanley A. Esping for the kindness of flowers in tribute of the Park District's former Executive Director.

**OLD BUSINESS**

STERLING MANOR PARK CONCEPT PLAN

Director Lambillotte stated this playground is on our replacement schedule for this upcoming fiscal year. Joe Brusseau from Brusseau Design Group was hired to prepare the concept plans for the replacement of the Sterling Manor Park playground equipment. Supt. of Parks & Properties Gabriel reviewed the concept plan for this 13 year old park located northeast of Peck Farm. An open house cookout with hot dogs and refreshments provided will be held on May 10<sup>th</sup> at 6 p.m. at park site to review possible plans for the replacement of the playground equipment.

**COMMUNICATIONS**

Director Lambillotte reviewed the cost estimate for the Bennett Park Shoreline Restoration project. This cost estimate is within our capital budget projections for this project. Staff is presently waiting for the permitting process to conclude before going out to bid. The shoreline restoration includes approx. 300-400 linear feet. Staff will have Engineering Resource Associates attend the May Board meeting to review and give a better explanation of the cost estimates for the bid specs. The picnic shelter has been ordered and is expected to be delivered and installed by the first week in June.

Director Lambillotte stated that staff has been in contact with the City of Geneva regarding moving forward with the Community Garden project.

The Sunset/GCC building renovation bid documents will go out to bid April 25<sup>th</sup> with bids due on May 17<sup>th</sup>. In order to complete the majority of this project before programming begins in the fall, we will need to review bids and make a recommendation to the board prior to the June 20<sup>th</sup> board meeting. A Special Meeting will be held on Monday, May 23<sup>rd</sup> at 6:00 p.m. to review bids and make recommendations.

Director Lambillotte stated that Greener Engineering has recommended bringing in all necessary contractors that were involved in the layout of the HVAC system at SPRC to prepare a plan for the system to function more economically.

Director Lambillotte stated that staff has begun the process of developing a Cost of Service and Pricing Methodology.

**FUTURE MEETINGS**

Recreation Committee Meeting (Susan VanderVeen, Pat Lenski)	May 9, 2011	3:30 PM
Regular Scheduled Meeting	May 16, 2011	7:00 PM
Annual Meeting	May 16, 2011	
Proposed Special Meeting	May 23, 2011	6:00 PM

**MANAGER OF PECK FARM PARK**

Manager of Peck Farm Park Trish Burns reviewed her report. She highlighted that the spring prairie burns went well and were completed the week of March 28th; the Geneva Park District Foundation reviewed the nature playground plans; the Teen Night Easter Egg Hunt had attendance of 65 and Peck Farm Park Sunday hours will begin on May 1<sup>st</sup>.

**SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks & Properties Larry Gabriel reviewed his report and advised that park staff has been very busy on spring preparations. The Island Park Bridge Project is moving forward and staff is starting to prepare for signage, etc. Contracted maintenance projects will be starting soon with the Sunset/GCC building first and then the pool landscaping. A new Peck Farm Park maintenance staff member, Enrique Macias, started two weeks ago and is working out very well.

**SUPERINTENDENT OF RECREATION**

Supt. of Recreation Jay Kelly reviewed his report and highlighted the following. Spring registration began April 4<sup>th</sup>. TV Turn Off Week programs all had solid attendance, as well as the Easter Egg Hunt and pancake breakfast festivities with 600+ participating in the egg hunt and providing 300+ breakfast meals. The PDRMA review has begun and will finalize this fall and the Summer brochure has been delivered. Pool and mini golf preparation are going well. The concession contract with Coke is up in December and staff is working with representatives on incorporating vending machines at parks with a five year contract verses a two year contract. Supt. of Recreation Kelly reviewed the SPRC and SRFC revenue and expense report.

PROGRAM SURVEYS – Youth Basketball

Supt. of Recreation Kelly reviewed the 2010/2011 Youth Basketball program evaluations. A total of 378 evaluations were distributed with 74 responses returned. These evaluations were from the Boys and Girls 3<sup>rd</sup> & 4<sup>th</sup> grade and 5<sup>th</sup> & 6<sup>th</sup> grade leagues as well as the Boys 7<sup>th</sup> & 8<sup>th</sup> grade league. The responses from the evaluations were very positive. Staff has noticed a decline in enrollment and relates this somewhat to the expansion of the Geneva Basketball Association feeder program. Staff also has a concern that the schedule offered may play a role in decreased enrollment. Basketball leagues are offered during the Fall or Winter session depending on the league level and schedules are very vague at the time of enrollment. Staff has already started to restructure this program to rectify the issues and has had conversations with the Geneva Basketball Association to ensure that all levels of play are being met.

PROPOSED BUDGET FY 2011-2012

The Finance Committee, consisting of Todd Karas and Peggy Condon, reviewed the budget and recommends board approval. Supt. of Finance & Personnel Powell went over the various revenue sources that make up the District's revenue budget. She highlighted the various changes made in the budget from last year to this year and any increases/decreases in the various funds that are shown in this budget as compared to last year's budget. Staff requests a motion to approve the 2011/2012 proposed budget including the Part-Time and Short-Term Wage Ranges, the Capital Improvement Plan, and the Finance Committee minutes, Commissioner Condon made a motion to approve the proposed Budget FY2011-2012 including the Part-Time and Short Term Wage Ranges, the Capital Improvement Plan and the Finance Committee Meeting Minutes dated April 4<sup>th</sup>, 2011 as presented. Commissioner Frankenthal seconded. All ayes. Motioned carried.

BUDGET & APPROPRIATION ORDINANCE #2011-6 (Draft)

Supt. Finance & Personnel Powell reviewed the draft ordinance with the board. The ordinance will be presented at a Public Hearing on June 20<sup>th</sup>, 2011 at 7:00 PM and approved at the June 20<sup>th</sup>, 2011 board meeting. The budget ordinance will be available for public review for more than 60 days.

**POLICY MANUAL UPDATES: Remote Attendance Policy; Behavior Management and Discipline Procedures; Independent Contractor Agreement & Safety Coordinator Job Description**

Director Lambillotte reviewed the additions and amendments to the listed policies. She stated that staff has revised and updated the above listed policy sections as needed and would ask for a motion to approve them as presented. Commissioner Condon made a motion to approve the additions and amendments to the Remote Attendance Policy; Behavior Management and Discipline Procedures; Independent Contractor Agreement & Safety Coordinator Job Descriptions as presented. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

None.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:28 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

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Secretary, Board of Commissioners  
Geneva Park District

Submitted By: Sheavoun Lambillotte / Linda Fox