

GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
August 15, 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, Vice President Todd Karas, Commissioner Pat Lenski 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, Recreation Supervisor Stacey Fedyski and Recreation Coordinator Matt Netrefa.

Guest: None

Press: Frank Vaisvilas, Republican

HEARING OF GUESTS

None.

READING OF MINUTES

Commissioner Condon made a motion to approve the minutes from the Regular Scheduled Meeting of July 18, 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 July financial reports. She stated the investments and revenue and expenditure reports show everything is on target.

Supt. Powell stated that there has been talk by other local municipalities that municipal bond ratings may be downgraded due to the recent downgrade in US Treasuries by S&P from an AAA to a AA+.

Vice President Karas made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Condon 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

None

OLD BUSINESS

PRAIRIE GREEN COMMUNITY GARDEN PLOT BID

Director Lambillotte stated that the intergovernmental agreement for the Community Gardens at Prairie

Green has been approved and signed by all three parties (City of Geneva, Kane County Forest Preserve and Geneva Park District). Wills Burke Kelsey Associates helped prepared the bid specs for the District's project of excavation and land improvements for the Community Gardens at Prairie Green. The construction will include the parking lot, entry drive, and access to the garden areas as well as marking the 124 designated plots. The City will be doing the boring underneath the road. Construction covers the turn lanes and right of way to the gardens. Staff would ask for a motion to approve the low bid from EarthWerks Land Improvement and Development Corp. for the development of the Community Gardens property in the amount of \$139,824.00. Staff will be bringing a preliminary budget, rules and regulations, and a proposed fee structure to the board in September. Commissioner Lenski made a motion to approve the low bid from EarthWerks Land Improvement and Development Corp. for the work relative to the Community Gardens project at Prairie Green for a total sum of \$139,824. Commissioner Frankenthal seconded. All ayes. Motion carried.

COMMUNICATIONS

Beverage Contract

Director Lambillotte reviewed the proposal request for beverage contracts. Staff has accepted the Pepsi contract proposal for five years. Pepsi's proposal provided more sponsorship dollars and increased free product to use at special events. Staff is planning on testing additional vending machines at some outdoor locations including the shelters at the Peck baseball fields and Mill Creek Community Park. We may also look into placing machines at Moore Park and Wheeler Park in the future.

Sunset Renovation Project

Work continues on the renovations to the fitness center in an effort to open back up on August 22nd. We are still hoping to be at 100% completion outside of punch list items by Labor Day.

Disc Golf

The new Links Disc Golf Course is proving to be very popular at Wheeler Park. A Ribbon Cutting is planned for August 20th at 10:45 AM followed by a tournament beginning at 11:00 AM. The Wednesday night league is becoming popular.

Intergovernmental Meeting

Director Lambillotte and President Susan VanderVeen attended the quarterly intergovernmental meeting. Operational updates were given from the Park District, Library, School District, and City Staff. Geneva Park District discussed in great detail the Island Park project.

Soccer Meeting

Larry Gabriel and I met with representatives from Tri-Cities and Strikers Soccer to discuss upcoming fall soccer league requests. Discussions continue to be positive.

Stan Esping Dedication

A resolution and plaque is being prepared to honor Stan Esping in his dedication to advancing recreation and open space in Geneva.

Sunset Pool Water Bill

Director Lambillotte updated the board on the water usage at the pool compared to previous years. Staff is concerned of a leak at the pool. Once the pool is closed for the season, staff will be hiring a contractor to locate the leak. The City has been contacted and has been asked to provide input as well.

The Geneva Park District Foundation Autumn Fair is September 24th from 11 a.m. to 3 p.m at Peck Farm Park.

FUTURE MEETINGS

GPD Foundation Autumn Fair Meeting	August 24 th	7:00 p.m.
GPD Foundation Regular Meeting	September 14 th	7:00 p.m.
Regular Scheduled Meeting	September 19 th	7:00 p.m.

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Larry Gabriel reviewed his report and highlighted on the following items: He commended the park staff for keeping up on all tasks while having a smaller staff; The new Foreman will start work on Monday, August 22nd; and park staff is prepping for the Links Disc Golf grand opening on August 20th. A lot of week to week activities are going on such as supplying bleachers for the Concourse Car Show, preparation and participation at the Folk Festival, and supplying and retrieving picnic tables for the Festival of the Vine. The Sterling Manor project is scheduled to be done by Labor Day. The Harrison Street School Tennis Courts project is on schedule and will be ready by the time school starts.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Jay Kelly reviewed his report. He highlighted that fall brochures have been delivered and registration for residents was good compared to last year. Camps will conclude by August 19th and with over 300 participants in each session. Preschool has 211 participants this year compared to 193 last year. The Concerts in the Park Series had a great turn out. Geneva Baseball Fall Ball began on August 15th. The PDRMA review process for Administration, Recreation and Aquatics has been completed and the score is in the 90 percentile. Staff has received several positive comments about the Links Disc Golf Course regarding the course's length, layout, levels of difficulty, conditions and on Wheeler Park itself. The SRFC and SPRC report was reviewed. The Mini Golf and Pool revenue and expenses were reviewed.

MANAGER OF PECK FARM PARK INTERPRETIVE CENTER

Manager of Peck Farm Park Trish Burns reviewed her report. The hemi-marshes look good great with all the rainy weather. 80% of the silt fence and netting has been removed and staff will be planting more native plants. Peck Farm North/Site F cover crop has been trimmed so the native plants can start emerging. Pizzo and Associates is on its last year of stewardship with the Miller /Thompson property to control the reed canary grass. The camp season is over at Peck Farm Park. The Butterfly House visits dropped due to the hot weather. Overall site visitation has increased.

NEW BUSINESS

BEFORE & AFTER SCHOOL PROGRAM REPORT

Recreation Supervisor Stacey Fedyski and Recreation Coordinator Matt Netrefa gave an overview of the program and presented a video of program activities at all the sites. This is the third year of the program and first year of the KinderZone program, which was hosted at the SPRC. The year ended with 320 participants including KinderZone which is an increase of 78 participants from last year. Ms. Fedyski stated that we had a net profit of 18.3%, which is up from last year's 12.2% profit. She stated the goal is to continue to keep the price of the program very affordable for the community. This year evaluations were distributed electronically which produced a lower return rate. In the future, staff will be distributing hard copies to parents along with electronic emails. The results of the evaluations were all very positive. Summary and recommendations were reviewed and discussed. Ms. Fedyski stated that the Sixth grade program did not get the participation needed to cover the costs so it had to be cancelled this year. Staff is looking into offering the KinderZone program at two locations (possibly east and west location). Director Lambillotte stated that adding Recreation Coordinator Matt Netrefa has proven to be extremely beneficial to the program. In turn, Recreation Supervisor Stacey Fedyski has had more special events like the Pool Luau, neighborhood cookouts, Halloween programming and a redesigned Polar Express. Commissioner Condon made a motion to approve the Kids' Zone Board Report and the 2011-2012 recommendations as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

WHEELER PARK DRIVE RETAINING WALL REPLACEMENT

Supt. of Parks Larry Gabriel stated that we had made improvements to the Wheeler Drive entry to Wheeler Park in the past which included repaving of the entry drive, replacing the split rail fencing and landscaping the hill between Wheeler Drive and the West Side Cemetery. Staff has proposed to have the utility poles located at the bottom of the landscaped hill adjacent to Wheeler Drive removed and a block wall installed to serve as a more aesthetically pleasing retaining wall. The wall will be approximately

360 feet in length and an average two feet in height. Commissioner Frankenthal made a motion to approve the low quote from Collegiate Landscaping from Sugar Grove, IL in the amount of \$19,968 for the retaining wall along the Wheeler Park entrance drive. Commissioner Condon seconded. All ayes. Motion carried.

VEHICLE TRANSITION/REPLACEMENT

Supt. of Parks Larry Gabriel stated that the District's 26 passenger bus was on our replacement schedule for this year, but after assessing it's condition, staff feels the bus is still safe and in good shape. The backhoe is on the replacement schedule for next year, but has been moved up to this year due to its age and condition. Staff would ask for a motion to approve the competitive price of \$47,624.75 to replace our backhoe with a 326D John Deere skid steer through the National Joint Powers Alliance. Staff would also ask for a motion to purchase a Richland 18 foot skid steer trailer for \$5,395.00. Commissioner Condon made a motion to approve the purchases of a John Deere 326D skid steer less the \$4,000 trade in for our 1983 Ford backhoe for a cost of \$47,624.75 and a Richland 18 foot skid steer trailer in the amount of \$5,395.00 for a total cost of \$53,019.75. Commissioner Frankenthal seconded. All ayes. Motion carried.

AUDIT TRANSFER – RESOLUTION #2011-8

Supt. of Finance & Personnel Christy Powell stated that at the end of each fiscal year, the District transfers a portion of any surpluses remaining for the year from the General and Recreation Fund to the Capital Fund in the form of an Audit transfer. She reviewed the breakdown of the \$750,000 transfer showing different projects to which funds will be allocated and how the remaining funds will be going into the individual funds respective fund balance. Vice President Karas made a motion to approve the Audit Transfer Resolution #2011-8 authorizing transfer of unexpended funds. Commissioner Lenski seconded. All ayes. Motion carried.

NEW SAFETY MANUAL SECTION ADDITIONS – *Fall Protection Plan, Fire Extinguisher Safety, & Procedures for Lifting Safely*

Director Lambillotte stated that per our recent PDRMA Risk Management Review, it was recommended that we add the above listed policies and procedures to our safety manual and proceed with staff training. Commissioner Frankenthal made a motion to approve the new safety manual sections on Fall Protection Plan, Fire Extinguisher Safety, & Procedures for Lifting Safely. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:31p.m., Commissioner Lenski made a motion to go into executive session to discuss personnel and litigation matter. Commissioner Condon seconded. All ayes. Motion carried.

BACK TO REGULAR MEETING

The board and staff returned to the Regular Meeting at 8:50 p.m.

ADJOURN

Commissioner Condon made a motion to adjourn the meeting at 8:50 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox