

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
December 13, 2010
6:05 p.m.**

CALL TO ORDER

Vice President Todd Karas called the meeting to order at 6:06 p.m.

ROLL CALL

Vice-President Karas called for the roll. Commissioner Condon, Commissioner Frankenthal, Vice President Karas and Commissioner Lenski answered present. President VanderVeen was absent.

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, Marketing/PR Supervisor Traci Wicks, Facilities Supervisor Nicole Vickers, Aquatic/Recreation Coordinator Mickey Boyle and Pablo Munoz.

Press: Sandy Kaczmariski, Geneva Patch.com.

Guests: Bill Gray, Geneva Park District Resident

HEARING OF GUESTS

Pablo Munoz, Geneva Park District park staff, was recognized for his 10 years of hard work and dedication to the Geneva Park District.

READING OF MINUTES

Commissioner Condon made a motion to approve the minutes from the Regular Scheduled Meeting of November 15, 2010 as presented. Commissioner Lenski seconded. All ayes. Motion passed.

CLAIMS AND ACCOUNTS

Commissioner Condon made a motion to approve the claims and accounts as presented. Commissioner Lenski seconded. All ayes. Motion passed.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the November Financial reports. The Revenue and Expense Report shows we are on schedule in terms of budgeted revenues and expenditures. Ms. Powell reviewed an analysis of financial position compared to other area Park Districts prepared by Ron Amen from Lauterbach and Amen. She also reviewed information provided by Dave Phillips of Speer Financial regarding the 2011 Limited Bond issue which included bond issuance costs, the projected debt service extension base and a preliminary debt service amortization schedule. Commissioner Condon made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Frankenthal seconded. All ayes. Motion passed.

APPROVAL OF THE AGENDA

Director Lambillotte requested to move the approval of the Tax Levy Ordinance #2010-12 to the appropriate time after the public hearing has been held. Vice President Karas made a motion to approve the agenda with the Director's request. Commissioner Frankenthal seconded. All ayes. Motion passed.

CORRESPONDENCE

Vice President Karas read a note from Erika Walkenhurt thanking Sheavoun for speaking at the annual Red Ribbon Week prayer vigil. An email to Mickey Boyle was also read stating how wonderful the Polar Express event was on December 12th and how staff did an outstanding job.

OLD BUSINESS

ISLAND PARK BRIDGE DRAFT AGREEMENT

Mark Wylie from Farnsworth Group was present and reviewed their proposed contract agreement. This agreement is for Phase II (Design) Engineering Services for the amount of \$86,995.66. He also reviewed the timeline and schedule for Phase II of the Island Park North Bridge project. He stated that after IDOT receives the signed contract it can take six months before receiving notice to proceed. Therefore, we are assuming receiving Notice to Proceed on July 1, 2011. The goal for this project is to bid in January 2012 with construction starting later in the spring and being complete by late November 2012. Commissioner Frankenthal made a motion to approve the contract agreement with Farnsworth Group for Phase II (Design) Engineering Services for the amount of \$86,995.66 for the Island Park North Bridge Phase II project. Commissioner Lenski seconded. All ayes. Motion passed.

COMMUNICATIONS

Staff has put together a customer service task force to implement the recommendations generated by the Service Quality assessment.

Director Lambillotte reported on a meeting held with City and Forest Preserve staff to discuss the community garden project. She stated that we are in the process of finalizing the IGAs and annexation agreements for possible completion by the end of February. At that time we can begin construction to access the site and bring water to the site as well. Although construction will get under way this spring/summer, we will not be ready to unveil the community garden plots for rent until spring of 2012.

Staff attended the leadership breakfast hosted by the Geneva School District to recognize community partners working with the school district to achieve its mission.

Geneva Park District will be receiving the Distinguished Agency Accreditation Award at the IPRA conference in January.

Director Lambillotte stated that staff had their first meeting to discuss development of our transition plan generated from our recently completed ADA access audit. We hope to have the transition plan complete with timeline and cost estimates by this summer.

FUTURE MEETINGS

Long Range Plan Committee (Pat Lenski & John Frankenthal)	January 11, 2011	6:00 P.M.
Regular Scheduled Meeting	January 17, 2011	7:00 P.M.

STAFF REPORTS

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Burns reviewed her report. Ms. Burns stated that the seed planting at Peck Farm North Section F will not begin until spring due to the frozen ground. Staff is busy revamping the camps, field trips, scout programs and birthday parties. She reported on the lunar eclipse on December 20th from midnight to 4 a.m. She also highlighted on the winter exhibit in the Peck Farm Orientation Barn– Amazing Amphibians.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks Gabriel reviewed his report. He advised that the Parks Department is working through the Winter Maintenance Project List which includes a lot of in-house tasks, repairing picnic tables, etc. Staff is well prepared for the winter weather and the new ice rink system is proving to be very successful.

SUPERINTENDENT OF LEISURE SERVICES

Supt. of Recreation Kelly reviewed his report. He reported that Celebrate the Season was held at the Geneva Public Library on December 10th and the Polar Express event was held on December 12th. Over 260 people attended the Polar Express event which ran at two different time slots to accommodate all participants. He also reported on the realignment of the recreation staff to take place in spring. Mr. Kelly reviewed the SPRC and SRFC membership and revenue comparison for the month of November.

TEMPORARY ADJOURNMENT TO PUBLIC HEARING

The meeting was adjourned at 7:00 p.m. to go into the Public Hearing.

Back to regular session at 7:12 p.m.

TAX LEVY ORDINANCE #2010-12

Supt. of Finance & Personnel Powell stated this ordinance has remained the same since the November meeting. This ordinance has been reviewed by the board and has been available for public review for 60 days. The ordinance will need to be filed at the County Clerk's office by the last Tuesday in December. Commissioner Condon made a motion to approve the Tax Levy Ordinance #2010-12 as presented. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Karas-aye, Lenski-aye, VanderVeen-absent. Four ayes and one absent recorded. Motion passed.

NEW BUSINESS

SUNSET SWIMMING POOL ANNUAL REPORT

Aquatic Supervisor Mickey Boyle and Facilities Supervisor Nicole Vickers were present to review the report. Mr. Boyle stated it was a good season with the weather being hot. Birthday parties continue to grow. The 2010 season fee structure maintained adequate revenue to cover operational expenses. At this time there are no recommendations for increases in the season pool pass and daily fee structure. He reviewed the annual pool report that included the following summary and recommendations.

2010 Sunset Pool Season Summary:

Operations:

- The total open swim attendance for the 2010 pool season was: 62,296.
- Early Bird passes accounted for 54% of all season passes.
- 2010 was the third year using Star Guard for the lifeguard certification. It is the staff's opinion the service continues to be exceptional.
- In-service trainings were conducted from pre-season to pool closing. CPR, First Aid, Lifeguard drills and Emergency Action Management were covered weekly by all pool lifeguards. In most cases, the lifeguards were compiling 6-8 hours of continued training by conducting additional practice sessions during swimming "break times" or inclement weather days. This additional training for all guards proved to be a positive factor when Sunset Pool was audited.
- The 2010 season was the second season to offer season passes to non-residents at an increased rate and the first year offering early bird non-resident passes. This venture continued to be successful in increasing revenue and was well received by the community.

Lessons:

- The swim lesson program continues to improve and meet the needs of the parents and participants.
- Private swim lessons also continue to grow and have proven to be beneficial to the community.
- Swim lessons will undergo an operations change to provide better interaction and feedback to participant parents as requested in the evaluations received.

Concessions:

- Contracting with Suzie's Funnel Cakes continued to be a profitable venture for the Park District.
- Two seasons remain under the current concessions agreement with Suzie's Fun Foods.

Recommendations for the 2011 Season:

- Continue using StarGuard as the lifeguard certification program as it has proven to be successful and a cost savings to the Park District.
- Continue to have maintenance check water chemicals in the mornings, backwashing, and providing maintenance and support.
- Continue to offer Non-Resident season passes at an elevated price.

After a brief discussion, Commissioner Condon made a motion to approve the Geneva Park District Sunset Pool 2010 Annual Report with the recommendations as presented. Commissioner Frankenthal seconded. All ayes. Motion passed.

ENVIRONMENTAL POLICY – Paperless Board Meeting Proposal

Information was provided and given on two options to move toward electronic board packets and paperless board meetings. The Geneva Park District’s goal is to provide environmental friendly practices. Supt. of Finance & Personnel Powell provided a demonstration utilizing a laptop and an IPAD. She reviewed the pros and cons of each device, the payback time in terms of savings generated from a paperless system and the prices of each device. After a brief discussion on the pros and cons of both devices it was concluded to table the discussion until

January board meeting. Christy will provide more information in regards to the payback time of each device.

2011 BOARD MEETING SCHEDULE

The regular scheduled board meetings will be held on the third Monday of the month at 7:00 p.m. except for the December board meeting, which will meet at 6:00 p.m. on the second Monday. The 2011 board meeting schedule needs to be approved and will be sent to local media as required by law. Commissioner Frankenthal made a motion to approve the 2011 Board Meeting Schedule as presented. Commissioner Condon seconded. All ayes. Motion passed.

LIMITED BOND BINA RESOLUTION #2010-13

The BINA Resolution is a declaration of the intention of the Park District to issue \$1.4 million in non-referendum limited bonds. The capital projects to be funded by this rate wedge bond are as follows: Bennett Park Shoreline Stabilization, Community Gardens, Sunset Renovation, Island Park Bridge, Natural Playground, Prairie Development at Peck North, Playground Equipment Replacement, etc. Commissioner Frankenthal made a motion to approve the Limited Bond BINA Resolution #2010-13 as presented. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Karas-aye, Lenski-aye, VanderVeen-absent. Four ayes and one absent recorded. Motion passed.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Condon made a motion to adjourn the meeting at 8:00 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox