

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
January 17, 2011
7:00 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:00 p.m.

ROLL CALL

President Susan VanderVeen called for the roll. Commissioner Condon, Commissioner Frankenthal, Commissioner Lenski and President VanderVeen answered present. Vice President Karas 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 and Facilities Supervisor Nicole Vickers.

Press: Frank Vaisvilas, Geneva Republican Editor; Sandy Kaczmariski, Geneva Patch.com.

Guests: Dave Phillips, Speer Financial

HEARING OF GUESTS

None.

READING OF MINUTES

Commissioner Condon made a motion to approve the minutes from the Public Hearing of the Limited Bond BINA Resolution; Regular Scheduled Meeting and the Public Hearing of the Tax Levy Ordinance of December 13, 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 Frankenthal seconded. All ayes. Motion passed.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the December financial reports. The Investment Report for the month of December showed a rate of return of .66% which is slightly up from previous month. She reviewed the Revenue & Expenditure Report. Revenues in the General & Recreation Fund are both up. Expenditures in the General Fund and Recreation Fund are up as a percentage of year-to-date because 100% of the debt service payments were made in December. Ms. Powell reviewed Harris Bank's quarterly report of condition and stated the report shows the bank in good financial status. Commissioner Condon made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Lenski seconded. All ayes. Motion passed.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

None

OLD BUSINESS

LIMITED BONDS – ORDINANCE #2011-1

Dave Phillips from Speer Financial was present to review the 2011 Limited Bond issue for \$1.4M – Ordinance #2011-1 which was prepared by Bond Council. He advised that bids were taken on January 13, 2011 and the winning bid came from Harris Bank at a net rate of 1.4%. This is a better interest rate than the 2009 Limited Bond result which was at 2.9%. Mr. Phillips explained the request of a “short-term rating” to help lower the yield on the bonds. The District received the highest rating available, an MIG-1 rating and reaffirmed the District’s previous AA2 rating from Moody’s Investor’s Service. Mr. Phillips recommended the board’s acceptance that the Bonds should be awarded to the low bidder, Harris Bank, at a price of \$1,419,930 plus accrued interest, being at a net interest rate of 1.40% and the adoption of the ordinance. Commissioner Condon made a motion to approve the General Obligation Limited Tax Bonds Series 2011 Ordinance #2011-1 as presented. Commissioner Frankenthal seconded. Roll call vote was taken. Condon – aye, Frankenthal – aye, Lenski – aye, Karas – absent, VanderVeen – aye. Four ayes and one absent. Motion passed.

ENVIRONMENTAL POLICY – Paperless Board Meeting Proposal

Supt. of Finance & Personnel Powell stated that discussion was held last month on the two options of viewing documents during a paperless board meeting. She reviewed the information she had collected on the cost savings and stated the payback time for a Laptop is approximately 3.7 years and with an iPad payback time being approximately 1.6 years. Both devices prove to have a life expectancy of 5 years. There is no maintenance on the iPad as there would be on the laptop. After a brief discussion the board agreed to move forward with the iPads in an effort to meet the District’s goal of environmental friendly practices.

WILLS BURKE KELSEY ASSOCIATES, LTD. CONTRACT FOR COMMUNITY GARDEN

Director Lambillotte reviewed the contract for engineering services with Wills Burke Kelsey Associates to provide final engineering and permitting assistance for the community garden site at Prairie Green. The proposed plan is to construct a new entrance drive, access road and a series of garden plots. Staff is finalizing the IGA between all agencies so the contract is written not to exceed in the event the project should stall for any reason. Commissioner Frankenthal made a motion to approve the Wills Burke Kelsey Associates Proposal for Professional Engineering Services Agreement as presented for Prairie Green Garden Plots not to exceed the budget amount of \$7,500. Commissioner Lenski seconded. All ayes. Motion passed.

COMMUNICATIONS

Director Lambillotte stated the IAPD annual meeting will be held at the IPRA Conference Saturday, January 29th at 3:30 pm. Susan Vander Veen is the assigned delegate for this meeting and John Frankenthal is the alternate. Our Agency will be accepting our Distinguished Accreditation Award at the Illinois Park and Recreation Association Conference January 27-29 in Chicago.

Staff is continuing to have meetings with Williams Architects to finalize plans for the GCC building renovation.

Staff has begun the process of preparing for our 2011 PDRMA Risk Management review.

Director Lambillotte stated that board and staff will need to file their Economic Interests Statement by May 1, 2011. If your statement is not filed by the May 1 deadline you will be assessed a late fee penalty.

FUTURE MEETINGS

Geneva Park District Foundation Meeting	January 25	7:00 PM
FVRS Board Meeting	January 24	6:00 PM
Regular Scheduled Board Meeting	February 21	7:00 PM
Personnel and Policy Committee (Todd Karas & John Frankenthal)	TBD	
Finance Committee – Budget Meeting (Todd Karas & Peggy Condon)	TBD	

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks Gabriel reviewed his report. Mr. Gabriel highlighted on many projects park staff has been working on.

SUPERINTENDENT OF LEISURE SERVICES

Supt. of Recreation Kelly reviewed his report. Mr. Kelly stated that winter registration was held on December 7th and that online registration continues to be strong with over 50% of the registration being processed online. He highlighted upcoming programs and special events. SPRC and SRFC continue to increase in usage. A twelve-month timeline membership revenue report for SPRC & SRFC will be forthcoming starting next month.

MANAGER OF NATURAL AREAS AND INTERPRETATION

Manager of Peck Farm Park Burns reviewed her report. Ms. Burns highlighted that staff is working on improvements to field trips, camps and general programs for the spring brochure. The Amazing Amphibians special exhibit will be held February 5th through Saturday, March 12th in the Orientation Barn.

NEW BUSINESS

2010 STONECREEK MINIATURE GOLF ANNUAL REPORT

Facilities Supervisor Nicole Vickers reviewed the 2010 Stone Creek Miniature Golf Report and highlighted a few main points and the recommendations for next year. This is the 22nd full season of operation for the mini golf course. Ms. Vickers stated general attendance was low compared to last year, but there was an increase in attendance of group rentals and birthday parties. She reviewed the revenue and expenditures for the 2010 season compared to 2009. The weather was considerably hot this season which may have attributed to a decrease in usage revenue. Expenditure increases were attributed to an increase in minimum wage, additional computer training for staff on the new computer system implemented and improved staff uniforms. Ms. Vickers explained the recommendation to raise the price of concessions to be similar to Sunset Pool concession prices of similar products. She stated that usage fees are comparable to other Districts so there is no recommendation for any fee increases. She reviewed and discussed the following recommendations:

- Increase marketing and promotions for special events.
- Increase exposure of special events through email marketing possibly incorporating a coupon to attract more participants
- Begin offering monthly special events whereas families receive a discounted price off golfing and also receive a free item (such as a concession item)
- Increase special event participation by 20%
- Increase marketing and promotions for the birthday party program.
- Continue to offer coupons as promotion through email and seasonal brochure
- Offer special discount via email to previous participants

- Continue to promote miniature golf course and birthday parties to the public as well as market rentals to IPRA and other groups to promote picnics, playground and mini golf rentals.
- Continue to offer special price days such as Grandparent Mondays and Two for Tuesdays.
- Continue to offer pre-season bulk card sales in conjunction with early bird pool passes.
- Advertise concessions and group rentals at Wheeler Park through permanent signage.
- Continue to offer the Birthday Putters' Club.
- Purchase the following inventory for the 2011 season: Colored golf balls-\$300; Clear golf balls - \$200; additional golf clubs-\$400. Total: \$900
- During the 2011-2012 season, consider renovation of the current hut to allow extra space for concessions and add space for a game room and party room.
- Update 1-2 holes: add an additional obstacle on course.
- Maintain current rates for the 2011 season.
- Paint all light poles within confines of course.
- Clean/update outdoor carpet.

Commissioner Condon made the motion to approve the 2010 Stone Creek Mini Golf Annual Report with recommendations as presented. Commissioner Frankenthal seconded. All ayes. Motion passed.

BENNETT PARK SHELTER

Supt. of Parks & Properties Gabriel reviewed the capital project of placing a shelter on the concrete pad at Bennett Park. Staff is proposing a 28' six-sided shelter supplied by Team Reil. The cost for the shelter is \$11,580.40 plus \$1,200 for freight for a total cost of \$12,780.40. The Geneva Park District Foundation is also contributing funds toward these improvements which will offset the installation costs. Commissioner Frankenthal made a motion to approve the purchase of the shelter at Bennett Park supplied by Team Reil for a total cost of \$12,780.40. Commissioner Lenski seconded. All ayes. Motion passed.

FACILITIES SURVEY – SPRC & SRFC

Supt. of Recreation Kelly reviewed the results of the recent Annual Survey for both facilities. The survey covered all aspects of operations including staff, cleanliness, hours of operation, along with member preference in usage and amenities, and asked for input on areas of improvement within the center and intentions of membership renewal.

The Sunset Racquetball & Fitness Center survey was completed online being sent to 566 members with 144 or 25% responding. The responses were very positive averaging in the 80th and 90th percentiles. The Stephen Persinger Recreation Center survey was also completed online being sent to 1,371 members with 303 or 22% responding. The responses are very positive averaging in the 80th percentile. The hours of operation of Kids Korral and the small stretching area brought in the lowest scores at SPRC. Discussion was held on front counter customer service, custodian staff clothing attire and Comcast service at SRFC verses SPRC. Mr. Kelly reviewed the comments and stated staff will be implementing any necessary recommendation or suggestion.

UPDATED SHORT & LONG RANGE PLAN and the 2011 ANNUAL GOALS & OBJECTIVES

Director Lambillotte stated each year the Geneva Park District updates and revises the Long Range Plan Annual Goals and Objectives of the District. Input and direction for this process comes from Park District staff, the Board of Commissioners, the Master Plan and the most recent Community Survey results. The Long Range Planning Committee Meeting was held on January 11th, with committee members Pat Lenski and John Frankenthal, to discuss the short-term and long range plans of the Park District. Director Lambillotte reviewed the summary of goals from the 2011 Short & Lang Range Plan Goals and Objectives and Update Details. She stated the Long Range Planning Committee Meeting minutes were very complete and thorough on discussion held at the meeting. The District's Master Plan was completed in 2003 and the next Plan is scheduled for 2013. She stated she would like to

incorporate the Peck Farm Park Master Plan in with the entire District plan in 2013. Once the 2011 Goals and Objectives are approved by the board they will be posted to the District's website Commissioner Condon made a motion to approve the Short & Long Range Plan Update and the 2011 Annual Goals and Objectives with details and the minutes as presented. Commissioner Lenski seconded. All ayes. Motion passed.

VEHICLE AND EQUIPMENT PURCHASE REQUEST

Director Lambillotte stated the District is scheduled per the 2010-2011 Vehicle Replacement Plan in the District's 2010 Long & Short Range Plan to replace the 2005 Dodge Dakota truck and the two current ball field machines. Supt. of Parks & Properties Gabriel reviewed in detail the replacement vehicles stated above and the plan to auction the current truck and two ball field machines through Obenauf Online Auction once the new vehicles are approved and purchased. Staff is asking for a motion to approve the purchase of a new 2011 Ford-250 4x4 through the State of Illinois Joint Purchase Contract for a total of \$30,464 and two John Deere 1200A bunker rakes through a contract that John Deere has entered into with The Illinois Association of County Board Members & Commissioners (IACBMC) for a total of \$21,760. Commissioner Lenski made a motion to approve the purchase of a new 2011 Ford-250 4x4 truck for \$30,464 and two John Deere 1200A ball field machines for \$21,760. Commissioner Frankenthal seconded. All ayes. Motion passed.

BUDGET & PERSONNEL COMMITTEE CALENDAR FOR 2011

The 2011 Personnel & Evaluation Calendar and Budget Calendar were reviewed. Commissioner Condon made a motion to approve the 2011 Personnel & Evaluation Calendar and Budget Calendar as presented. Commissioner Frankenthal seconded. All ayes. Motion passed.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:27 p.m. Commissioner Frankenthal seconded. All ayes. Motion passed.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox