

GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES

June 20, 2011

7:05 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:05 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Peggy Condon, Commissioner Pat Lenski, Vice-President Todd Karas and President VanderVeen answered present. Commissioner John Frankenthal 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 and Marketing/PR Supervisor Traci Wicks.

Guest: Beth Keen, Recreation Supervisor and her daughter, Madison Keen.

Press: None

HEARING OF GUEST

Beth Keen, Recreation Supervisor was present. She was recognized for her 15 years of service to the Geneva Park District. The board and staff appreciate her loyalty and dedication to the District.

READING OF MINUTES

Commissioner Condon made a motion to approve the minutes from the Regular Scheduled Meeting and Annual Meeting of May 16, 2011 and Special Meeting of May 23, 2011 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Christy Powell reviewed the May financial reports. The Revenue and Expenditure Report for the first month of the fiscal year is on target. Ms. Powell explained a change in accounting whereby revenue received in the prior fiscal year was deferred and recognized this fiscal year. Vice President Karas made a motion to approve the Treasurer's Report and Supt. of Finance's Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

President VanderVeen read an email that was sent to Director Lambillotte from a resident who is very pleased with and appreciative of the Park District's Kid Zone and summer camp programs. She expressed that all the camp staff is a pleasure to work with and requested that the email be forwarded on to their supervisors.

OLD BUSINESS

2011-2012 BUDGET ORDINANCE #2011-6

Supt. of Finance & Personnel Powell stated that the ordinance has been on display at the Park District for over sixty days. No one has come to look at it or was present at the public hearing to review it. Vice President Karas made a motion to approve the 2011-2012 Budget Ordinance #2011-6 as presented. Commissioner

Lenski seconded. A roll call vote was taken. Condon–aye, Frankenthal–absent, Karas–aye, Lenski–aye, VanderVeen–aye. All ayes. Motion carried.

COMMUNICATIONS

Director Lambillotte reported we are still waiting for two permits from the Army Corps of Engineers and the Kane County Water & Soil Conservation before we can proceed on the bidding phase of the Bennett Park shoreline restoration project.

Staff continues to work with City and Forest Preserve District staff to finalize agreements relating to the community garden at Prairie Green. We plan to bring the IGA to the July Board meeting.

Director Lambillotte stated the Sunset Community Center Renovation project begins June 27th. We are in the process of moving the front office to a temporary location in the conference room and will have our board meeting location changed through the summer months.

Staff has begun working on a cost of service and pricing review with Barb Heller from Heller and Heller Consulting and staff plans to give a recommendation for future pricing policy changes in the fall.

Staff continues to prepare for the District’s PDRMA Risk Management Review.

The Autumn Fair is scheduled for September 24th.

FUTURE MEETINGS

Regular Scheduled Board Meeting at SPRC

July 18, 2011

7:00 PM

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Jay Kelly reviewed his report. He highlighted on the summer programs and camps that began the week of June 6th and stated all is going well. Sunset Pool opened on May 28th and had over 1,600 patrons attend on Memorial Day. The Park District has 8 bands competing in the Battle of the Bands which were selected from the 17 demo tapes submitted. The winner will perform Wednesday evening on the main stage during Swedish Days. On Friday, June 24th, the Recreation Department will be downtown for Kid’s Day along with many other program activities going on during Swedish Days. The Park District will be well represented all day long with an information booth and promotional items to be handed out along with a prominent banner on the main stage. The Dance Recital was expanded with 5 very successful shows. The teen spin class for the summer has 6 participants. The Links Disc Golf Course at Wheeler Park is scheduled to be open in July. The Kid Zone program has 45 children on the waitlist for next year and staff has received permission from the principals at Harrison & Mill Creek Schools to increase enrollment at their schools. Staff is looking into the costs to have the additional children at various schools bussed to these locations that have agreed to provide space to take on more children. Supt. of Recreation Kelly reviewed the number of membership renewals at Sunset and SPRC. Mr. Kelly reviewed the Mini Golf report and stated participation is down due to the weather which has been cold and rainy.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. She stated that the Butterfly House is open for the season and had a successful release with 400 live butterflies released and approximately 350 patrons visiting over the course of the weekend. Ms. Burns stated that with the large amounts of rain we received this spring, the Peck Wetland has been flooded various times. At one point over Memorial Day weekend during a flash flood, a detention pond at the northeast corner of Peck and Kaneville Roads flooded causing many fish to travel across Kaneville Road and end up dying in the prairie at Peck Farm. Ms. Burns notified the board that the grass trails west of the Peck Farm Park Interpretive Center parking lot were closed for safety reasons beginning June 16th due to a Critical Wildlife Habitat. A pair of coyote had denned downed and produced pups on the prairie. The coyotes had become aggressive towards other animals such as dogs walking with their owners. The situation will be reassessed before the July 4th weekend.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gabriel reviewed his report. Mr. Gabriel reported that staff members have been busy servicing all facilities. He commended parks staff on how well everything is running and staying on top of all the work that needs to be done accordingly.

NEW BUSINESS

STERLING MANOR PARK PLAYGROUND RENOVATION BIDS

Supt. of Parks Gabriel reported on the bid results for the playground renovation at Sterling Manor Park. Only two bids were received with the low bidder being Green Up Landscape for the total of \$83,657.36 which includes the base bid of \$81,257.36 and the alternate bid for the picnic shelter roof painting of \$2,400. Mr. Gabriel stated that the landscape architect, Brusseau Design Group has worked with this company in the past and find them to be an excellent contractor that completes their work in a timely manner. Commissioner Lenski made a motion to approve the low bidder of Green-Up Landscape, Inc. in the amount of \$83,657.36, which includes the base bid of \$81,257.36 and the alternate bid for the picnic shelter roof painting of \$2,400 for the Sterling Manor Park renovation project. Commissioner Condon seconded. All ayes. Motion carried.

SUNSET RACQUETBALL & FITNESS CENTER EQUIPMENT REPLACEMENT

Director Lambillotte stated this project is in the District's operating budget. She stated the majority of the strength equipment within Sunset Racquetball and Fitness Center, both selectorized and free weights, has either reached or gone beyond the normal anticipated useful life of 10 years. Staff feels that updating the equipment in conjunction with the anticipated facelift to the facility would have strong impact on the membership as a "wow" factor along with offering our members state of the art, updated equipment. Only one bid was received from Life Fitness and they have met all the requirements and their references proved to be positive. Staff will further research any old equipment that is not being traded-in to possibly donate to the Geneva High School or Geneva Middle School. Commissioner Condon made a motion to approve the bid from Life Fitness for a total of \$60,572.39. Commissioner Lenski seconded. All ayes. Motion carried.

SUNSET RACQUETBALL & FITNESS CENTER FURNITURE BIDS

Director Lambillotte stated as part of the renovation to the GCC/SRFC, the furniture throughout the common areas and front office area is scheduled to be updated. There were 3 bids received to order and install furniture for the Sunset Community Center with Interiors Business, Inc. based out of Batavia, IL providing the lowest bid for the amount of \$30,025.17. Commissioner Condon made a motion to approve the SRFC furniture bid from Interiors Business, Inc. from Batavia, IL for a total of \$30,025.17. Commissioner Lenski seconded. All ayes. Motion carried.

PREVAILING WAGE ORDINANCE #2011-7

Supt. of Finance & Personnel Powell stated that per state law, this ordinance has to be passed every year and is filed with the Illinois Department of Labor and Illinois Secretary of State. Vice President Karas made a motion to approve the Prevailing Wage Ordinance #2011-7 as presented. Commissioner Lenski seconded. A roll call vote was taken. Condon-aye, Frankenthal-absent, Karas-aye, Lenski-aye, VanderVeen-nay. Three ayes, One nay. One absent. Motion carried.

OSLAD GRANT RESOLUTION

Director Lambillotte stated this resolution outlines our support and ability to fund this project should a grant be awarded for the Peck Farm Park Nature Playground project. OSLAD grants are typically awarded in December or January. Commissioner Lenski made a motion to approve the OSLAD Resolution as presented in support to move forward and apply for a grant for Peck Farm Park Nature Playground project. Vice President Karas seconded. All ayes. Motion carried.

PERSONNEL POLICY SECTION UPDATE #19.04

Director Lambillotte stated that due to the increase in permanent part-time staff, this section needed better definition and more explanation of the benefits. The revisions and clarifications address part-time staff benefits and what those benefits are according to facility and type of program. After reviewing the policy

revisions, Commissioner Condon made a motion to approve the updated changes to the Section 19.04 employee benefits. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:13 p.m., President VanderVeen made a motion to go into executive session to discuss personnel and land acquisition. Commissioner Condon seconded. All ayes. Motion carried.

Board and staff returned back to regular session at 8:34 p.m.

ADJOURN

Commissioner Condon made a motion to adjourn the meeting at 8:34 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox