

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
March 21, 2011
7:00 p.m.**

CALL TO ORDER

Vice President Karas called the meeting to order at 7:03 p.m.

ROLL CALL

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

Guests present were Tom Lalonde and Carrie Kotera from Williams Architects and Interior Design; Steve Triphahn from WT Engineering; and Kerry Cook, Parks Dept. Staff.

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Condon made a motion to approve the minutes from the Regular Scheduled Meeting of February 21, 2011 and the Personnel Committee Meeting of March 7th, 2011 as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the February Financial reports. The Investment Report for the month of February showed a rate of return of .60%. Revenue & Expenses are on target and 83% of the way through the budget year. Commissioner Lenski 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 Condon made a motion to approve the agenda with the revision of moving agenda item Geneva Community Center Renovation forward to the first item under New Business just after Correspondence. Commissioner Frankenthal seconded. All ayes. Motion carried.

CORRESPONDENCE

None

OLD BUSINESS

NATURE BASED PLAYGROUND DESIGN

Director Lambillotte presented and reviewed a detailed presentation on the preliminary concept plans for the nature based playground at Peck Farm showing a drawing of the site, activity images and a listing of concepts. This playground is being proposed to be located near the picnic shelter to the east of the Peck House. The plans have two concepts: a wild life concept and historical concept. Based on the District's board/staff short and long range planning meeting, the nature based playground was ranked number two in the amount of interest shown. It has been determined that an OLSAD grant would not be applicable for this project, however the Park

District's grant consultant and staff are researching different grant options such as a National Science Foundation Grant or a Regional EPA Grant. Different fundraising options include purchasing/sponsoring pavers, decorative walkway areas, benches, boardwalks, or main features/amenities of the park. Hitchcock Design is scheduled to present a second draft of the plans with recommended changes from staff.

COMMUNICATIONS

Director Lambillotte stated the Park District would like to place a small plaque near the flag pole at Esping Park in honor of long time Geneva resident and the first Park District Director Stanley A. Esping who recently passed away. His family has requested any donations be sent to the Park District in his memory for maintenance of the flag and pole. The Park District will be installing a light at the sight to illuminate the flag at night.

Staff is waiting to hear from the City of Geneva regarding the status of the Community Garden Project and waiting to move forward with various intergovernmental agreements.

Director Lambillotte updated the board on Bennett Park. Staff will be installing a new picnic shelter and will also begin construction on restoration of the shoreline this spring. Staff will bring updated costs for the stream bank stabilization to the board for formal approval in April. A letter has been sent to our legislators to ask if there are any other funding sources we may tap into for this important project.

Director Lambillotte had a meeting with School Superintendent Kent Mutchler to discuss school/park business.

A meeting was held with Barbara Heller, Service Quality Assessment representative to discuss future plans for consulting on our pricing/cost of service review. Staff feels that we can accomplish a good portion of this project in house.

Director Lambillotte updated the board on the City of Batavia Plan Commission meeting she attended on behalf of the Geneva Park District. The Park District may be eligible for some future cash/land donation due to possible new construction in the Batavia city limits within our Park District.

Director Lambillotte updated the board that Wi-Fi internet will soon be available at the Geneva Community Center and the Stephen D. Persinger Recreation Center.

FUTURE MEETINGS

GPD Foundation Meeting	March 22	7:00 PM	SPRC
Finance Committee- Budget Meeting (Todd Karas & Peggy Condon)	April 4	5:30 PM	GCC
Regular Scheduled Board Meeting	April 18	7:00 PM	GCC
Recreation Committee Meeting	May	TBD	GCC

STAFF REPORTS

SUPERINTENDENT OF RECREATION

Supt. of Recreation Jay Kelly reviewed his report. He highlighted on spring registration and pool pass sales beginning on March 22 with the new universal card implemented; baseball field work has begun and he reviewed the special events coming up. Supt. of Recreation Kelly stated the February memberships and revenue for SPRC and Sunset shows a slight decrease which comes from less participation during the blizzard weather conditions we had in February.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. The Butterfly House is being prepped for opening day of May 27th with the Butterfly Release Party from 3:00-4:30 p.m. Park Staff will begin the spring burning process the week of March 28th around Peck Farm Park as well as other parks. Park staff has also started on the restoration planting at Peck Farm Park Site F.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Larry Gabriel reviewed his report. Mr. Gabriel stated that we received notice that permits were approved from IDOT and we can proceed on Island Park bridge project. He also stated that all necessary residents were notified of the upcoming prairie burns. Parks staff is busy pursuing spring activities. The skate park opened on March 1st and the tennis courts are in good condition and ready for the season.

NEW BUSINESS

GENEVA COMMUNITY CENTER RENOVATION

Director Lambillotte stated that this past fall, the board participated in its first Short/Long Range Plan Retreat in order to prioritize capital projects for the next 1-5 years. Ms. Lambillotte stated that future capital projects under consideration were identified based on the District's Community Survey focus groups, Community Survey results and facility survey results as well as staff and board input. The Geneva Community Center, including energy upgrades and ADA improvements were ranked #1 for projects over \$500,000. Staff has been working with Williams Architects and Interior Design to prepare a presentation outlining the details of this project plan and with WT Engineering on energy efficiencies associated with lighting replacement. Tom Lalonde and Carrie Kotera with Williams Architects and Steve Triphahn from WT Engineering were present to discuss this project in detail. The main goal of the project is to provide an updated, brighter appearance throughout the building with the primary focus on the lobby and public spaces. Wall and floor finishes will also be renovated in the locker rooms, fitness room, program rooms, corridors and administration offices. It is staff's intention is to complete the work in phases to stretch the cost of the project over a two year period. The goal is to bid the entire project at one time with four different phases containing specific elements. The initial phases would include the most important initiatives with the last phases completed as budget allowed. Commissioner Condon made a motion to approve the contract with Williams Architect/Interiors for services associated with this project in the amount not to exceed \$35,055. Commissioner Frankenthal seconded. All ayes. Motion carried.

STERLING MANOR LANDSCAPE ARCHITECT CONTRACT

Supt. of Parks & Properties Gabriel stated the playground at Sterling Manor is due for replacement per the Park District's master plan schedule. Mr. Gabriel reviewed the proposal from Brusseau Design Group for landscape architectural services to assist the District in facilitating design and construction for the new playground. Staff will have a public meeting held at the park site to review the proposed playground plan. Commissioner Lenski made a motion to approve the proposed contract with Brusseau Design Group for the amount of \$8,600 for design services for the renovation of the Sterling Manor Park playground. Commissioner Frankenthal seconded. All ayes. Motion carried.

VEHICLE PURCHASE REQUEST – WIDE AREA MOWER

Supt. of Parks Gabriel highlighted on various items from his memo on the replacement mowing equipment request. Commissioner Frankenthal made a motion to approve the purchase of a new 2011 John Deere 1600 Wide Area Mower for a total of \$34,774.52 after trade-ins to maintain the District's current fleet. Commissioner Lenski seconded. All ayes. Motion carried.

RESOLUTION #2011-5 DISPOSAL OF OBSOLETE PERSONAL PROPERTY

Supt. of Finance & Personnel Powell stated that the District has some surplus property that has been determined to be obsolete, beyond its useful life and no longer functional to the District. The resolution is requesting to dispose of this property utilizing the Kane County Environmental Management Electronic recycling Program. Commissioner Lenski made a motion to approve Resolution #2011-5 Authorizing Disposal of Assets that are Obsolete. Commissioner Condon seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Karas-aye, Lenski-aye, VanderVeen-absent. 4 ayes and 1 absent recorded. Motion carried.

EXECUTIVE SESSION

At 8:57 p.m. Commissioner Condon made a motion to go into Executive Session to discuss land acquisition and personnel after a three-minute break. Commissioner Lenski seconded. All ayes. Motion carried.

The board returned to the regular meeting at 9:27 p.m. Commissioner Frankenthal made a motion to approve the full-time salary ranges and an average full-time salary rate increase of 2.83%. Pat Lenski seconded. All ayes. Motion carried.

ADJOURN

Commissioner Frankenthal made a motion to adjourn the meeting at 9:29 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Linda Fox