

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
May 17, 2010
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, Commissioner 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, and Marketing/PR Supervisor Traci Wicks.

Guest: Staff members Phil Cooper and Nicole Vickers were present. Daniel Forbes, Vice-President of Speer Financial, Inc. was also present.

No press present.

HEARING OF GUESTS

None.

READING OF MINUTES

Commissioner Karas made a motion to approve the minutes from the Regular Scheduled Meeting of April 19, 2010 as presented. Commissioner Condon seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the April Financial reports. The Investment Report for the month of April showed an annualized rate of return of 1.05%, which is down from the March rate of 1.08%. The Revenue and Expenditure Report, a twelve month report, showed a surplus of revenue over expenditures in all funds. The General Fund has a surplus of \$276,389 and the Rec. Fund has a surplus of \$691,413 with a total surplus of \$967,802. She pointed out that this is a larger increase than last year because of the additional programs at SPRC, and the doubling of the Before & After School program. Supt. Powell pointed out that these are preliminary numbers and may change slightly once the audit is complete, but this report shows a good estimate. After the audit is done, recommendations will be made to make an audit transfer of some of these surpluses over to the Construction Fund. This should be done sometime in August or September. Director Lambillotte stated that Sunset Racquetball and Fitness Center did make budget overall.

Commissioner 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 Karas made a motion to approve the agenda with the amendment of the Bond Ordinance #2010-7 (S2010 Refunding S2002A) to be immediately following correspondence and before Old Business. Commissioner Condon seconded. All ayes. Motion carried.

CORRESPONDENCE

President VanderVeen read an article from the Republican newspaper in regards to Geneva Park District’s finances earning high marks.

OLD BUSINESS

INTERGOVERNMENTAL AGREEMENT ON TAX APPEALS UPDATE

Supt. of Finance & Personnel Christy Powell clarified that we are in agreement with the other participating taxing bodies that we will not pursue appeals by private residences. It is rare that a homeowner’s appeal would ever meet the threshold requirements necessary for defending the appeal.

BRAEBURN PARK RENOVATION

Supt. of Parks & Properties Larry Gabriel reported on the work that has begun on the Braeburn Park Project. The playground and asphalt has been removed and renovations have begun on the basketball court area and the area near the ball field. The project completion target date is July 2nd.

COMMUNICATIONS

Director Lambillotte attended the legislative conference in Springfield on April 27th-28th. During the conference, she was able to meet with Representative Tim Schmitz and Representative Mike Fortner on behalf of the Park District to discuss upcoming legislation that could affect us.

President VanderVeen and Director Lambillotte attended a meeting hosted by the Geneva History Center in an effort to continue the dialog with other governmental agencies and future budget concerns.

Director Lambillotte and Supt. of Recreation Kelly met with the Geneva School District to discuss changes and updates to the Intergovernmental Agreement for shared use of buildings, equipment and facilities. Staff is also in the process of drafting an agreement for the Before and After school program. In addition, discussion was held regarding the school district’s proposal to increase the annual maintenance and upkeep contribution from \$10,000 to \$15,000 per year plus CPI increases.

The annual meeting of the Geneva Park District Foundation was held on May 6th. Officer elections were held and all officers will remain the same for the 2010-2011 year. Barbara Bond, Jane Cladis and Jim Murphy were appointed as three new board members. The Autumn Fair will be held this year on September 25th from 11:00 AM-3:00 PM.

The last installment of the grant reimbursement for the White’s Creek Restoration Project was received in May. The reimbursement was for \$10,381.00.

The district had their first Distinguished Agency Accreditation Park and Recreation Manual review meeting and it went very well. Jill Bridges has worked very hard on this project and her past experience is proving invaluable. The overall evaluation will take place late October.

Director Lambillotte stated she will continue to serve on the FVSRA board as chairman for one more year. The Pork Chop BBQ fundraiser was a huge success in April.

FUTURE MEETINGS

Public Hearing	June 21, 2010	7:00 PM
Regular Scheduled Meeting	June 21, 2010	7:05 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Larry Gabriel reviewed his report and advised that staff and contractors have been working hard on opening facilities and keeping parks mowed, trimmed and weed controlled. Mr. Gabriel updated the board on the two acts of vandalism. One was at Wheeler Park north pavilion

whereby someone started a fire in the men's bathroom and the second one was a port-o-let screen was set on fire at Mill Creek Community Park. Security Maintenance, Gregg Perkins will be retiring the end of May and his replacement will be Pete Costello.

SUPERINTENDENT OF LEISURE SERVICES

Supt. of Recreation Jay Kelly highlighted several areas of his report. He updated the board on the pool preparations being finalized for the season opening. This included the grates being installed to meet the Virginia Graeme-Baker Act requirements. He also reported that Stone Creek Mini Golf has opened for weekends beginning April 30th and is going well especially since the district is now allowing use of credit cards.

SUPERINTENDENT OF NATURAL AREAS AND INTERPRETATION

Manager of Peck Farm Park Trish Burns reviewed her report. She stated that all permits are in and the work has begun of installing the gate valve structure at the Peck wetlands to replace damaged coir mat on the hemi-marshes. The Butterfly House opens for the season on May 28th. She reported to the board on a pair of nesting bald eagles sited at Mill Creek on the Mooseheart property in Batavia. Staff has spotted the eagles flying over Peck Farm Park numerous times.

ANNUAL MEETING – Temporary Adjournment to Annual Meeting

President VanderVeen temporarily adjourned the meeting at 7:55 p.m. to go into the Annual Meeting.

The Annual Meeting was adjourned and the board returned to the regular meeting at 8:02 p.m.

NEW BUSINESS

PROGRAM SURVEYS - FITNESS

Supt. of Rec Kelly reviewed the results of the recent group fitness program evaluation for the winter 2009 season. The results are based on evaluations that were distributed to the participants in the classes in which 213 people responded. Overall the response was extremely positive with over 85% of all responses in the excellent category.

RECREATION COMMITTEE REPORT

Supt. of Recreation Jay Kelly reviewed the Recreation Committee report. The Recreation Committee consisted of Peggy Condon and Pat Lenski. Mr. Kelly reviewed the comparisons of the seasons. Fall 2009 season participation was up approximately 1700 and revenue was up approximately \$10,000 compared to fall 2008 season. Winter 2010 season participation increased by 66 with a revenue increase of approximately \$8,000. Commissioner Lenski commented on the overall participation and revenue increase. Staff recommends approval of the committee report, all recommendations included in the report and the minutes.

Commissioner Condon made a motion to approve the Recreation Committee Report, the 2009-10 Annual Goals and Recreation Committee minutes as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

BUDGET AND APPROPRIATION ORDINANCE #2010-5 (2ND Draft)

Supt. of Finance & Personnel advised that the draft ordinance is enclosed for review. She stated this ordinance will be presented at a Public Hearing on June 21st at 7:00 PM and approved at the June 21st board meeting. Director Lambillotte stated that the documents have been available for public for review for 30 days.

BOND ORDINANCE #2010-7 (S2010 Refunding S2002A)

Mr. Daniel Forbes, Vice President of Speer Financial, Inc. was present to review the bids received for the \$6.6M General Obligation Refunding Bonds to refund the 2002A Capital Appreciation Bonds. He stated that five bids were received today for the General Obligation Refunding Bonds (Alternate Revenue Resource) Series 2010. The winning bid came from Bernardi Securities, Inc. of Chicago, Illinois at 2.7835%. Mr. Forbes reviewed the documents and highlighted on the Standard & Poors rating for the

District which is AA+. Mr. Forbes recommended the board's acceptance of the low bid and the adoption of the ordinance. The ordinance was prepared by our Bond Counsel, Darryl Davidson, who has been our attorney for bond issues for more than 25 years. Supt. of Finance & Personnel Christy Powell stated the sale will result in approximately \$345,000 in savings for the district.

Commissioner Karas made a motion to approve the Bond Ordinance No. 2010-7, the refinancing of the Series 2002A bonds, for a low revised bid of 2.7835% from Bernardi Securities, Inc., Chicago, Illinois. Commissioner Frankenthal seconded. Roll call vote was taken. Condon-aye, Frankenthal-Aye, Karas-aye, Lenski-Aye, VanderVeen-aye. Five ayes. Motion passed.

FRONT OFFICE JOB DESCRIPTION REVISIONS

Director Lambillotte stated that this reorganization of the front office and staff responsibilities is to achieve two of the district's goals - to retain a full-time Office Manager/Receptionist at SPRC and expand business hours at the Sunset facility to continue better customer service. Commissioner Karas made a motion to approve the Front Office Job Description revisions as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

MANUAL REVIEW: Sunset Pool Operations Manual, and Swim Lesson Manual, Transportation Manual

Director Lambillotte stated these manuals had little revisions and asked for board approval. She stated these manuals are useful and available for reference at each facility for daily operations. Commissioner Karas made a motion to approve the Sunset Pool Operations Manual, Sunset Pool Swim Lesson Manual and the Transportation Manual as presented. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:23 p.m., Commissioner Frankenthal made a motion to go into executive session to review executive session minutes. Commissioner Condon seconded. All ayes. Motion carried.

BACK TO REGULAR MEETING

The board and staff returned to the Regular Meeting at 8:38 p.m.

Commissioner Karas made a motion to approve the release of the February 16, 2009 and November 16, 2009 executive session minutes as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

ADJOURN

Commissioner Karas made a motion to adjourn the meeting at 8:39 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox