

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
November 21, 2011**

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, Vice President Karas, Commissioner John Frankenthal and President VanderVeen answered present. Commissioner Pat Lenski 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 Interpretive Center Trish Burns, and Marketing/PR Supervisor Traci Wicks.

Guests: Tim Vetang and Jan Schmuckal from the Cultural Arts Commission in Geneva.

Press Present: None

HEARING OF GUESTS

None

BOARD MEMBER SERVICE AWARD

Vice President Todd Karas was recognized for his 10 years of dedicated volunteer service to the Geneva Park District. A plaque and pin were presented to him.

READING OF MINUTES

Commissioner Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of October 17, 2011, Special Meeting of October 20, 2011 and the Recreation Committee Meeting of November 10, 2011 as presented. Commissioner Condon seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TEASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the October Financial reports. The Revenue and Expense Report for the month of October is 50% through the fiscal year and everything is on target. Supt. of Finance and Personnel Powell stated the District received a preliminary estimate from Kane County of the District's 2011 Equalized Assessed Valuation (EAV). She stated this is an estimate and could change after all appeals are processed. The estimated EAV is \$1,463,486,573 with \$12.6 million in new growth, bringing the EAV down 4% from the 2010 EAV of \$1,526,348,591 with \$12.5 million in new growth. Vice President Karas made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

Vice President Karas made a motion to approve the agenda as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

CORRESPONDENCE

President VanderVeen read a thank you card from Dana Hofmann stating her thanks to GPD board and staff for the fruit arrangement in honor of the birth of their second daughter Caylee.

**OLD BUSINESS**

TAX LEVY ORDINANCE #2011-10 (2<sup>nd</sup> Draft)

Supt. of Finance & Personnel Christy Powell updated the board on the second draft of the Tax Levy Ordinance #2011-10 with no changes made to the ordinance. She reviewed the EAV from the previous years to the current

estimate. The public hearing for the tax levy will be held at 7:00 p.m. on December 12<sup>th</sup> during the regularly scheduled board meeting. The legal notice for the meeting is published in early December. The ordinance is scheduled for final approval by the board at the December 12<sup>th</sup> board meeting and must be filed with the Kane County Clerk before the last Tuesday in December.

**COMMUNICATIONS**

Director Lambillotte stated the Community Gardens Project is 99% complete. There is some additional seeding and blanketing of turf areas to be completed. Information on the plot rental process has been included in the winter brochure and is listed on the website. She also discussed project signage and noted the park staff will put together a landscape plan for the entrance into the property and roadway.

Director Lambillotte reviewed the results of prioritizing the capital projects discussed at the board and staff annual planning meeting held on October 20<sup>th</sup>. Staff will be incorporating the projects into our short and long range plans as well as researching costs associated with priority projects.

Tim Vetang and Jan Schmuckal from the Cultural Arts Commission in Geneva presented some information on their bike rack sculpture project. They stated that the City is planning to be involved and has proposed the Park District also consider participating in their project. The Park District will further discuss possible involvement with this project after additional pricing and details are reviewed. Director Lambillotte stated the Foundation board has earmarked \$2,000 in funding for permanent bike racks at 3 park locations within Geneva Park District.

A final report on the Park District cost of service and pricing policy work will be presented for board review in January or February.

Staff is preparing an agreement with Windy Acres to take over farming of the Peterson Property.

The land lease agreement for the use of the Burgess Soccer fields is in the process of being updated and reviewed.

The Park District hosted the quarterly Intergovernmental Meeting at SPRC this past month.

The Park District hosted its first MIPE meeting at SPRC. Over 60 park professionals came to tour the Peck facilities.

President VanderVeen and Director Lambillotte attended the Annual Chamber of Commerce awards recognition dinner to accept an award presented to the Park District for its cooperation in advancing the Chamber's mission.

**FUTURE MEETINGS**

Regular Scheduled Meeting	December 12 <sup>th</sup>	6:00 P.M.
Public Hearing – Tax Levy	December 12 <sup>th</sup>	7:00 P.M.

**STAFF REPORTS**

**SUPERINTENDENT OF RECREATION**

Supt. of Recreation Jay Kelly reviewed his report. He highlighted on several special events: the October 17 Pizza Palooza had 100 participants; 550 participated in the Halloween Hayday on October 29<sup>th</sup> and 450 walked the Haunted Hike on October 28<sup>th</sup> & 29<sup>th</sup>. Mr. Kelly discussed the pool leak location and the District plans to contract with Aqua Pure for the repair work. Supt. of Recreation Kelly reviewed the SPRC & SRFC membership & revenue.

**MANAGER OF PECK FARM PARK INTERPRETIVE CENTER**

Manager Trish Burns reviewed her report. She stated the Butterfly House has been dismantled and winterized. She stated that the special exhibit in the Orientation Barn this year will be Native People of Illinois. This event will run from January 14 – February 25 in the Orientation Barn.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Larry Gabriel reviewed his report. He stated that staff is preparing equipment and materials for snow and inclement weather and completing advance work to set up the small ice rink and two larger ice rinks in Wheeler Park. Mr. Gabriel reported that Collegiate Landscape is doing a wonderful job installing a new retaining wall at the entry to Wheeler Park.

NEW BUSINESS

RECREATION COMMITTEE MEETING REPORT

Supt. of Recreation Jay Kelly reviewed his report, meeting minutes and recommendations. The committee included board members Susan VanderVeen and Todd Karas as well as all Recreation staff. Todd Karas was unable to attend the meeting. Supt. of Rec. Kelly reminded the board that the expenditure figures represented direct operating expenses only. He discussed the highlights of the spring and summer program cost analysis and noted that spring participation had increased, but noted that summer participation had decreased from the previous year. Separate reports were presented with revenue and expenditure breakdowns for Summer 2011 Softball/Baseball, 2010-2011 Kid Zone Before and After School Care, and 2011 Summer Day Camp. A marketing report was also presented. Commissioner Condon made a motion to approve the Recreation Committee Report, meeting minutes and recommendations for Spring and Summer 2011 as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

RESOLUTION TO JOIN ILLINOIS INSTITUTIONAL INVESTORS TRUST #2011-11

Supt. of Finance Powell stated that the District currently participates in the Illinois Park District Liquid Asset Fund (IPDLAF) which is a pooled liquid investment fund made up of park districts. The IPDLAF Fund is merging with another local investment pool called the Illinois Institutional Investor's Trust. In order to continue to participate in IPDLAF, the District must recognize the merger of the two funds by passing a resolution. The merger of the two funds will benefit the District by providing cost savings through lower management fees. Commissioner Condon made a motion to approve the Resolution to Join Illinois Institution Investors Trust #2011-11. Vice President Karas seconded. All ayes. Motion carried.

MANUAL SECTION ADDITIONS: Sunset Pool Missing Child Plan; Vehicle Driver Pre-Employment Process; Soccer Goal Safety Policy

Director Lambillotte stated that PDRMA recommended the above policies to be added to our manuals during the process of completing the Risk Management Review. Vice President Karas made a motion to approve manual section additions – Sunset Pool Missing Child Plan; Vehicle Driver Pre-employment Process and the Soccer Goal Safety Policy as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:11 p.m., Karas made a motion to go into Executive Session for the purpose of reviewing executive session minutes and land acquisition. Commissioner Frankenthal seconded. All ayes. Motion carried.

The board and staff returned to the Regular meeting at 8:28pm.

A motion to release executive session minutes for public inspection from the following dates was made by Todd Karas and seconded by John Frankenthal: July 21, 2008; September 15, 2008; June 15, 2009; July 20, 2009; October 19, 2009; March 7, 2011; May 16, 2011 and September 19, 2011.

A motion to approve Executive Session Minutes from the following dates was made by Todd Karas and seconded by John Frankenthal: March 21, 2011; May 16, 2011; June 20, 2011; July 18, 2011; August 15, 2011; September 19, 2011; and October 17, 2011.

ADJOURN

Commissioner Frankenthal made a motion to adjourn the meeting at 8:30 p.m. Commissioner Condon seconded. All ayes. Motion carried.

---

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox