

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
January 18, 2010
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, Vice President Karas, Commissioner Lenski and President 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, Manager of Peck Farm Park Trish Burns, Marketing/PR Supervisor Traci Wicks and Facilities Supervisor Nicole Vickers.

Press: None

Guests: None

HEARING OF GUESTS

None.

READING OF MINUTES

Commissioner Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting and the Public Hearing of the Tax levy Ordinance of December 14, 2009 as presented. Vice President Karas seconded. All ayes. Motion passed.

CLAIMS AND ACCOUNTS

Vice President Karas made a motion to approve the claims and accounts as presented. Commissioner Lenski 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 1.44% which is slightly down from 1.47% earned in November. Revenue & Expenses are on target. The district is 67% of the way through the budget year. Revenues in the General & Recreation Fund are both up. The General Fund is at 99% and the Recreation Fund is at 85%. Expenditures are up by 67% but that can be explained by the debt service payment made in December. Vice President Karas made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Condon seconded. All ayes. Motion passed.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

None

OLD BUSINESS

PETERSON BARN UPDATE

Director Lambillotte reported on the Peterson barn status. Over the holidays the Peterson Barn roof collapsed due to the heavy snow and ice storm. Staff has placed security fencing and signage around the area. We have received 2 price quotes to demolish the barn and are still waiting for one more. The price quotes include storing salvageable lumber at Peck. We will be getting permits from the county before removing the barn.

COMMUNICATIONS

Director Lambillotte reported on the meeting that she and President VanderVeen had with Mark Searsy, who is in the early planning stages of building a large indoor sports complex on the east side. He wanted to discuss the possibility of the Geneva Park District partnering with him to lease some space. Mr. Searsy stated the plans for this not-for-profit complex include a full size indoor soccer field which can also be used for indoor softball, baseball, football or tennis, as well as 6-8 sports courts, and possibly an artificial ice rink, an indoor pool and some outdoor field space. No property has been purchased at this time and the park district has not committed to rent any space at this time.

The IAPD annual meeting will be held at the IPRA Conference at the Hilton, downtown Chicago on Saturday, January 30th at 3:30 p.m. Peggy Condon is the assigned delegate for this meeting and Susan VanderVeen is the alternate.

Work continues on the community survey. We have reviewed the first draft of the survey and are waiting to review the second draft. The survey is scheduled to be delivered mid February.

A meeting was held with Sharon Jones, Mary Zander and the City of Geneva to discuss possible future plans for Garden Club and River Park. The City has this project in their Strategic Plan but this is not a priority for 2010-11. At this time the park district plans to bring in some picnic tables. River Park members stated they would have volunteers do some plantings for this year, but would like to see the City move forward on the plan when possible.

The Park District presented a summary of the Kid's Zone Program to the School District on January 11th. No changes or additions have been made to the program or the present agreement. Park District staff did hear prior to the meeting that the School District is tabling the proposal of working together on the kindergarten program for next fall. Staff is moving forward with the program to be held at SPRC and is planning on using a lease contract for the transportation. First Student Bus Company is working with the district on reasonable fees. Commissioner Condon suggested having a clause in the contract allowing us to replace drivers that don't meet our expectations.

We have received a proposal for additional lighting for the George & Erdene Peck #1 ball field. We are waiting for a response from Geneva Baseball in regard to this proposal. Director Lambillotte reported on the proposals. The price for additional lighting on the George & Erdene Peck Field is approximately \$145,000 and the pricing to provide more energy efficient lighting on the other two fields is approximately \$165,000-\$185,000. Director Lambillotte will further investigate the possibility of installing cell phone towers on the light poles. Commissioner Condon suggested that staff research and visit locations with cell phone towers on their premises. Vice President Karas suggested staff to research energy savings state grants and if the lighting company provides any type financing to match the energy efficient savings.

As per our 2010 FOIA guidelines, the Park District has appointed Christy Powell as its Freedom of Information Act Representative and appointed both Christy Powell and Sheavoun Lambillotte as their Open Meetings Act Designees.

FUTURE MEETINGS

Geneva Park District Foundation Meeting	January 19	7:00 PM
FVRS Board Meeting	January 25	6:00 PM
Regular Scheduled Board Meeting	February 15	7:00 PM
Personnel and Policy Committee (Susan VanderVeen & John Frankenthal)	Week of Feb. 22	
Finance Committee – Budget Meeting (Todd Karas & Peggy Condon)	April 5 th	5:00 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks Gabriel reviewed his report. He stated that the ice rinks were being utilized and commended the parks department staff on doing a great job snowplowing and keeping up with the required work at both SPRC and Sunset. Staff members have been doing a great job on interior painting at the Peck Farm House and at GCC. The Wheeler facility is coming along well and this project is expected to be complete within 6-8 weeks.

SUPERINTENDENT OF LEISURE SERVICES

Supt. of Recreation Kelly reviewed his report. He highlighted the Lil Tykes News Eve Bash was held at SPRC on December 31st from 10 am-Noon and had a great turn out. He reported the athletic basketball leagues show a decline due to the fact that the Geneva Basketball feeder program is growing. The men's basketball league has increased from 27 teams to 36 teams. The Nutcracker Dance Recital was held on December 20th with 3 dance shows and over 1500 people in attendance. The new spin programs have been quite successful with a total of 121 participants. Mr. Kelly also gave an updated status on the VGB Act regulations for the Sunset Pool. The requirements are becoming less expensive. Finally, he gave overall review of Sunset and SPRC membership status.

SUPERINTENDENT OF NATURAL AREAS AND INTERPRETATION

Manager of Peck Farm Park Burns reviewed her report. She stated the consultant from Living Quarters, Ted Gray is working on obtaining permits and scheduling construction to begin early spring for a gate valve structure for Peck Lake. She also discussed the Wolf, Coyote, Fox: Cousins of the Dog Exhibit to be held in the orientation barn from February 6 through February 27.

NEW BUSINESS

2009 STONECREEK MINIATURE GOLF ANNUAL REPORT

Facilities Supervisor Nicole Vickers reviewed the 2009 Stone Creek Miniature Golf report and highlighted a few main points and the recommendations for next year. Ms. Vickers stated that the overall net revenue was lower than last year which was very profitable. Attendance and revenue at Stone Creek Miniature Golf was down from last year, and the net profit was \$52,102.08. Ms. Vickers reviewed and discussed the following ten recommendations.

1. Increase marketing and promotions for special events.
2. Increase marketing and promotions for the birthday party program.
3. 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.
4. Continue to offer special price days such as Grandparent Mondays and Two for Tuesdays.
5. Increase the staff wages due to required increases in the minimum wage (this would still include raises for returning staff).
6. Continue to offer pre-season bulk card sales in conjunction with early bird pool passes.
7. Continue to offer the Birthday Putter's Club.

8. Purchase the following inventory for the 2010 season: Colored golf balls-\$300; Clear golf balls - \$100; additional golf clubs-\$400. Total: \$800
9. During the 2010-2012 seasons consider renovation of the current hut to allow extra space for concessions and add space for a game room and party room.
10. Renovate 1-2 holes: add an additional obstacle on course.

Commissioner Frankenthal made the motion to approve the 2009 Stone Creek Mini Golf Annual Report with recommendations as presented. Commissioner Lenski seconded. All ayes. Motion passed.

BRAEBURN PARK CONCEPT PLANS

Director Lambillotte stated the Braeburn Park renovation will be a cooperative project between the Geneva and Batavia Park Districts with each contributing 50%. Michelle Kelly from Upland Design has prepared a proposal for this project with a total cost estimate of \$182,800 equaling a 50/50 split cost of \$91,400 for each district. Supt. of Parks Gabriel stated the components include playground and shelter renovation; basketball court renovation & the addition of court games & drop shot; upgrading the ballfield to include skinned infield & player benches; parking lot renovation including sealcoat, stripping and ADA space relocation; accessibility improvements with walks and ramps; and drainage improvements at edge of parking lot and edge of basketball court. Supt. of Parks Gabriel reported on the status of the City of Batavia Braeburn Marsh project plans of dredging and a stockpile to be done. They will need access through Braeburn Park. He will be attending a meeting with all parties involved to discuss the plans. Supt of Parks Gabriel will follow through on Commissioner Condon's suggestion to research other options of sealcoating. Commissioner Condon made a motion to move forward with Upland Design's plans and engineering design fees for \$8,200 for the Braeburn Park project. Commissioner Frankenthal seconded. All ayes. Motion passed.

UPDATED SHORT & LONG RANGE PLAN – GOALS & OBJECTIVES

Director Lambillotte advised that the Long Range Planning Committee of Susan VanderVeen and John Frankenthal had reviewed and approved the materials and asked if there were any questions or comments from the board. She reviewed the Short & Long Range Plans – Goals & Objectives briefly with the board. She reviewed and discussed each goal.

Goal #1 – *The GPD will provide a safe environment at all programs, properties and facilities.* Director Lambillotte stated that goal #1 remains the same and this deals with safety. A couple of things that we will be looking at for this next year is to revisit and formalize all of our emergency evacuation plans and procedures for fires and storms as well as other emergencies. We have had police officers visit all of our buildings giving us input on how we can make our buildings safer in terms of lockdown procedures. We are also looking at alternative background check organizations and services.

Goal #2 – *The GPD will attempt to construct new facilities and acquire additional open space for new park sites and facilities to meet the needs of District residents.* Director Lambillotte advised that we are always looking at this, but the community survey is going to guide a lot of the future of this document and future goals in terms of the programs that we offer, the facilities that we have, parks, open space and acquiring additional open space.

Goal #3 – *The District will provide and maintain a quality system of existing parks and facilities by updating and improving each site per the most recent community Survey and Master Plan.* Director Lambillotte stated that this will be guided by the survey and Master Plan.

Goal #4 - *The GPD will provide creative programs & facilities to meet the needs of its residents per the surveys, Master Plan and other research tools.* Director Lambillotte stated that this will be guided by the survey and Master Plan. We are very excited that we had the opportunity to add spin classes this year and the Kindergarten KidZone program next fall. She added that it is a regular procedure for the Recreation Department to meet as a group to discuss program successes, failures, life spans, trends and recommendations after each season and prior to the next season's planning stages.

Director Condon asked if disc golf is worth looking into and Supt. of Recreation Kelly answered that we are in the process of looking at several new program ideas including ideas such as this.

Goal #5 – *The GPD will continue cooperative efforts with other governmental agencies and local services organizations to build strategic alliances. Functioning as a best management requires strong partnerships as a way of developing value for the taxpayers.* Director Lambillotte stated that she is active with all local entities and we have just finished working with the History Center on the Christmas Tree Program and will be doing this again next year. We have also worked with the Library and we are very active with members of the School District and the City on any cooperative programs and added we are presently working on a sister city project with all of the other entities in Geneva

Goal #6 - *The GPD will continue to meet population growth demands by hiring additional personnel as needed, by retaining competent present personnel, and by training new personnel accordingly. We will assure that the workplace culture for our employees fosters professional growth and assures an overall positive working atmosphere. We will dedicate ourselves toward enhanced use of technology by making improvements to the communications network, when necessary.* Director Lambillotte advised that committee recommended additional language to Goal #6 that was outlined to the board as option #1, #2 and #3. The board responded with three votes for option #1 which revised Goal #6 with added language. Ms. Lambillotte advised that goal #6 also had to do with looking at staff needs and adding staff as necessary. She stated that staff has discussed the priority for adding new staff positions resulting in the following list:

- 1) A Full-Time Receptionist/Secretary/Front Counter Supervisor at SPRC
- 2) A Coordinator for the Before & After School program which is at six sites presently.
Ms. Lambillotte felt that it was not fiscally responsible for us to add full time staff at this point, but she thought that there would be some opportunity right now and into the future to reorganize some of our resources and move some positions around so we may be able to fill one or two of these positions right away and we will be working towards that.
- 3) In terms of a long term basis, as we continue to develop the north side of Peck Farm we will have the need to add parks department staff to the west side and additional staff at Peck Farm Park, perhaps another naturalist.
- 4) There was also a discussion of the addition of a part time marketing person in the future.

Goal #7 - *The GPD offer educational programs, classes and stewardship opportunities that increase environmental literacy of residents and will adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management.* Ms. Lambillotte advised that goal #7 was re-written in order to cover in very general terms the new environmental policy that we have finished developing. She stated that she wanted to add to the document for this year that the Geneva Park District Foundation will be funding the following projects:

- Rain barrels at Peck Farm buildings
- Shade trees at baseball fields that are utilized by our sports program
- Helping with the construction of the new expanded vestibule at the Butterfly House

Goal #8 - *The GPD will strive to strengthen and maintain fiscal health and stability. Availability of funding and overall good financial health is a prerequisite for carrying out some of the goals and objectives of the District.* Director Lambillotte said that the two main goals in regards to this goal are to develop a new Fund Balance Policy and Capital Improvement Plan.

Ms. Lambillotte also reviewed the Master Plan Update. This document is used as a planning tool and provides further details on items presented in the goals and objectives. The following items are included in the document: 1) Capital Improvement Fund Budget, 2) Project Descriptions, 3) Fixed Cost Items, 4) Vehicle Replacement Schedule, 5) Park Acreages, 6) Playground Replacement Schedules and 7) Computer Needs and Replacement Plan.

Commissioner Condon made a motion to approve as presented the Short & Long Range Plan Update and the Annual Goals and Objectives for 2010 with details and the addition of language to Goal #6 of “The District is an equal opportunity employer and provides equal employment opportunities to all qualified persons” and to add the three foundation projects including the renovation of the Butterfly house vestibule, planting of shade trees at parks with athletic fields and installing rain barrels around the Peck Farm Park Interpretive Center. Commissioner Frankenthal seconded. All ayes. Motion passed.

DISTINGUISHED AGENCY POLICY MANUAL UPDATES

Director Lambillotte stated these manuals have been updated by staff to include more accurate information of current procedures and need approval as part of our Distinguished Agency process. Staff and board reviewed the following manuals – Kids Zone Operations Manual, Tennis Court Usage Manual, Ice Rink Manual and Internship Manual. There being no additional revisions from the board or staff, Vice President Karas made a motion to approve the Policy Manuals - Kids Zone Operations Manual, Tennis Court Usage Manual, Ice Rink Manual and Intern Manual as presented. Commissioner Lenski seconded. All ayes. Motion passed.

BUDGET & PERSONNEL COMMITTEE CALENDAR FOR 2010

The 2010 Personnel & Evaluation Calendar and Budget Calendar were reviewed. The Personnel & Policy Committee meeting needs to be changed to the week of February 22. The Finance Committee is scheduled for April 5th at 5 p.m. at GCC. Vice President Karas made a motion to approve the 2010 Personnel & Evaluation Calendar and Budget Calendar as presented with the change stated above. Commissioner Condon seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:27 p.m., Vice President Karas made a motion to go into Executive Session to discuss land acquisition and personnel after a 2 minute break. Commissioner Lenski seconded. All ayes. Motion carried.

The board returned to the Regular Meeting at 9:12 p.m. No further discussion at this time.

ADJOURN

Commissioner Condon made a motion to adjourn the meeting at 9:12 p.m. Vice President Karas seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox