

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
December 14, 2009
6:05 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 6:00 p.m.

ROLL CALL

President Susan VanderVeen called for the roll. Vice President Karas, Commissioner Condon, Commissioner Frankenthal, 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, Facilities Supervisor Nicole Vickers and Aquatic/Recreation Coordinator Mickey Boyle.

Press: None

Guests: None

HEARING OF GUESTS

None.

READING OF MINUTES

Vice President Karas made a motion to approve the minutes from the Regular Scheduled Meeting of November 16, 2009 as presented. Commissioner Frankenthal seconded. All ayes. Motion passed.

CLAIMS AND ACCOUNTS

Commissioner Condon 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 November Financial reports. The Investment Report for November showed 1.48% earnings which is the same as the October earnings. The Revenue and Expense Report showed we are on schedule in terms of revenues and expenditures. We made the Debt Service payment for September 15th. 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 passed.

APPROVAL OF THE AGENDA

Director Lambillotte requested to move the approval of the Tax Levy Ordinance #2009-13 to the appropriate time after the public hearing has been held. Vice President Karas made a motion to approve the agenda with the Director's request. Commissioner Frankenthal seconded. All ayes. Motion passed.

CORRESPONDENCE

President VanderVeen read an email from Jennifer Haas commending the Park District staff on their friendliness. Another letter to Supt. of Recreation Kelly from the Chris Pakan of the Geneva Friendly Seniors thanked the Park District for its generous donations for their Christmas luncheon. Director Lambillotte reviewed the letter from Gerald Weiland requesting the

consideration of developing a small/teaching golf course of some kind. Director Lambillotte will respond to Mr. Weiland stating the board and staff may pursue this idea in the future.

OLD BUSINESS

RESOLUTION #2009-16 AUTHORIZING PARTICIPATION IN TAX APPEAL CHALLENGES

Director Lambillotte stated, as previously discussed, we have entered into an intergovernmental agreement to defend real estate tax appeals for properties wanting to decrease their equalized assessed value by \$200,000 or more. The park district has received 41 requests. The deadline was November 30th for any businesses to file with the County Tax Appeal Board. Commissioner Condon made a motion to approve Resolution #2009-16 authorizing participation in a tax appeal challenge pursuant to the intergovernmental agreement. Commissioner Frankenthal seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Karas-aye, Lenski-aye, VanderVeen-aye. All ayes recorded. Motion passed.

COMMUNICATIONS

Enclosed is a legislative update in regard to recent legislation aimed at enhancing compliance with the Prevailing Wage Act. The changes will go into effect January 1st 2010. This change requires the district to make sure this additional prevailing wage language is included in purchase orders and contracts we submit or receive. We are in the process of updating any pertinent documents to reflect the changes outlined in the new legislation.

Larry Gabriel and Director Lambillotte met with Sharon Jones and Mary Zander to discuss possible enhancements to Garden Club Park and River Park. We will be scheduling a follow up meeting with the City to discuss their ideas as the City owns and/or maintains those properties.

Director Lambillotte stated a meeting will be held with Mark Wylie from the Farnsworth Group to discuss the future of the Island Park Bridge project and how we should proceed. The District is waiting for a confirmation letter from IDNR stating that our current bridge grant can be extended as well as approval from IDNR on the phase II engineering and construction grant for the Island Park Bridge.

Director Lambillotte stated work continues on the community survey. She thanked all staff, board members, stakeholders and residents focus groups for participating in the first phase. The next step will be receiving the summary report compiled from the information gathered from these meetings. Developing the survey tool will follow.

FUTURE MEETINGS

Long Range Planning Committee Meeting (Susan VanderVeen & John Frankenthal)	January 6, 2010	7 p.m.
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Regular Scheduled Meeting	January 18, 2010	7 p.m.
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STAFF REPORTS

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Burns reviewed her report. She highlighted on the staff process of developing an inventory list of the natural areas located throughout the district. A notebook is being compiled with updated statuses. The pouring of the foundation for the butterfly house project has been delayed into spring due to weather. Staff has found some stemware and china that belonged to the Pecks and will be sending these items to Anne Peck. Manager Burns is also working with the Geneva School District 304 on a joint submission for a grant from the US EPA. This grant will help develop an after school environmental education program for the middle

school. The district portion of the funding would be between \$15,000 to \$20,000. Staff will be doing an environmental program at all 6 sites of the Kids Zone every Wednesday beginning in January. She also highlighted on the February exhibit in the orientation barn– Coyote on the Fox (cousins of the dogs).

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks Gabriel reviewed his report. He advised that the Parks Department is working through the Winter Maintenance Project List which includes a lot of in-house tasks, repairing picnic tables, etc. Staff is well prepared for the winter weather and has been working on the skating rinks.

SUPERINTENDENT OF LEISURE SERVICES

Supt. of Recreation Kelly reviewed his report. Winter registration began on December 8th with revenue in line with last year. The new Spin program has 11 out of the 14 classes at maximum capacity. Celebrate the Season was held at the Geneva Public Library on December 11th with approximately 190 participating. The Polar Express event was held on December 13th and had 270 registered. This event was extremely successful with two time slots held at 10:00 am and 2:30 pm.

NEW BUSINESS

IDNR LEASE RENEWAL 646A-OLD MILL PARK

The Geneva Park District has a lease agreement with the Illinois Department of Natural Resources for the river bank north of State Street and east of the river in Old Mill Park. The purpose of this agreement includes maintaining temporary administrative control over the area for our canoe portage and other maintenance and recreational activities associated with this park. The lease agreement is for a period of 5 years. Commissioner Condon made a motion to approve the IDNR Lease renewal 646A for Old Mill Park as presented. Commissioner Frankenthal seconded. All ayes. Motion passed.

SUNSET SWIMMING POOL ANNUAL REPORT

Aquatic Supervisor Mickey Boyle and Facilities Supervisor Nicole Vickers were present. Mr. Boyle reviewed the annual pool report that included the following summary and recommendations.

2009 Sunset Pool Season Summary:

Operations:

- The total open swim attendance for the 2009 pool season was 52,115.
- Early Bird Passes accounted for 52% of all season passes.
- 2009 was the second year using Star Guard for the lifeguard certification. It is the staff's opinion the service continues to be exceptional.
- In-service trainings were conducted from pre-season to pool closing. CPR, First Aid, Lifeguard drills and Emergency Action Management were covered weekly by all pool lifeguards. In most cases, the lifeguards were compiling 6-8 hours a month of continued training by conducting additional practice sessions during swimming "break times" or inclement weather days. This additional training for all guards proved to be a positive factor when Sunset Pool was audited.
- The 2009 season was the first season to offer season passes to non-residents at an increased rate. This venture proved to be successful in increasing revenue and was well received by the community.

Lessons:

- The swim lesson program continues to improve and meet the needs of the parents and participants.
- Private swim lessons also continue to grow and have proven to be beneficial to the community.

Concessions:

- Contracting with Suzie’s Funnel Cakes continued to be profitable for the Park District.

Recommendations for the 2010 Season:

General:

- Continue using StarGuard as the lifeguard certification program as it has proven to be successful and a cost savings to the Park District.
- Continue to have the Sunset Park parks department employee and the Pool Maintenance staff check the water chemicals in morning, and assist with backwashing, maintenance and support.
- Begin playing music at the pool during operation hours. Cost will be \$400.00 for equipment installation. Business appropriate music will be played without inappropriate language or content. Cost per season will be \$150.00.
- Continue to offer Non-Resident season passes at an elevated price.
- Offer early bird sales to non-residents at the following reduced rates:

	Proposed N/R Early Bird Rates	Regular N/R Rates
Individual	\$135.00	\$150.00
Senior	\$105.00	\$115.00
Family (2)	\$245.00	\$265.00
Family (3)	\$280.00	\$300.00
Family (4)	\$315.00	\$335.00
Additional Family	\$35.00	\$35.00

Swim Lessons:

- Increase all swim lesson program fees by \$5.00

After a brief discussion, Vice President Karas made a motion to approve the 2009 Sunset Annual Report with the recommendations as presented. Commissioner Lenski seconded. All ayes. Motion passed.

TEMPORARY ADJOURNMENT TO PUBLIC HEARING

The meeting was adjourned at 7:00 p.m. to go into the Public Hearing.

Back to regular session at 7:06 p.m.

TAX LEVY ORDINANCE #2009-13

Supt. of Finance & Personnel Powell stated this ordinance has remained the same since the November meeting. This ordinance has been reviewed by the board and has been available for the public review for 60 days. The ordinance will need to be filed at the County Clerk’s office by the last Tuesday in December. Vice President Karas made a motion to approve the Tax Levy Ordinance #2009-13 as presented. Commissioner Condon seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Karas-aye, Lenski-aye, VanderVeen-aye. All ayes recorded. Motion passed.

FACILITIES EVALUATIONS

Supt. of Recreation Kelly reported on the evaluations. The SPRC survey was sent online to 1,912 members through Constant Survey with 214 or 11% responding. The survey covers all aspects of operations including staff, cleanliness, hours of operations, member preference in usage and amenities and input on areas of improvement. Results were very positive in all aspects with the majority of responses falling within the 1.3 – 1.5 range with 1 being the highest score. 88.8% of the respondents stated that the fitness center hours of operation are convenient to their needs, 82.2% of respondents stated that they will be renewing their membership and 85% of the respondents were residents of Geneva. Mr. Kelly summarized on the comments.

The Sunset Racquetball and Fitness Center survey was also sent online to 1,070 members through Constant Survey with 130 or 12% responding. Results were very positive in all aspects with the majority of responses falling within 1.3 – 1.6 with 1 being the highest. 93.7% of the respondents stated that the fitness center hours of operations are convenient to their needs, 85.3% of respondents stated they will be renewing their membership and 84.6% of the respondents were residents of Geneva. Mr. Kelly summarized on the comments.

2010 BOARD MEETING SCHEDULE

The regular scheduled board meetings will be held on the third Monday of the month at 7:00 p.m. except for the December board meeting, which will meet at 6:00 p.m. on the second Monday of the month. The 2010 board meeting schedule needs to be approved and will be sent to local media as required by law. Commissioner Frankenthal made a motion to approve the 2010 Board Meeting Schedule as presented. Commissioner Condon seconded. All ayes. Motion passed.

DISTINGUISHED AGENCY MANUAL UPDATE – BLOOD BORNE PATHOGENS POLICY

The Blood Borne Pathogens Policy has been reviewed and updated where necessary by staff. This manual needs board approval. Vice President Karas made a motion to approve the Blood Borne Pathogens & Infectious Diseases Policy being revised 12/2009. Commissioner Lenski seconded. Motion passed.

2009 CONSERVATION AND NATIVE LANDSCAPING AWARDS

Director Lambillotte announced that Geneva Park District is the proud recipient of two United States Environmental Protection Agency Awards thanks to the hard work and dedication of our Parks staff and our Peck Farm Interpretive Center staff. The first award, presented by the US EPA and Chicago Wilderness, was the Conservation and Native Landscape Award recognizing our development of the natural areas at Mill Creek Community Park. The second award, presented to only four agencies in the entire nation this year, was the Leadership in Conservation Award, recognizing organizations that make exceptional contributions to ecosystems, habitat, and/or biodiversity in the Chicago Wilderness region.

EXECUTIVE SESSION

None

ADJOURN

Vice President Karas made a motion to adjourn the meeting at 7:25 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox