

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
February 15, 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 Pat Lenski and President Susan VanderVeen answered present. Vice President Todd Karas arrived at 7:37 p.m.

Staff members present were Director Sheavoun Lambillotte, Supt. of Parks & Properties Larry Gabriel, Office Manager Linda Fox, Supt. of Recreation Jay Kelly, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Park Trish Burns, Marketing/PR Supervisor Traci Wicks and SPRC Facility Manager Dana Hofmann.

No guest present.

HEARING OF GUESTS

None.

READING OF MINUTES

Commissioner Lenski made a motion to approve the minutes from the Regular Scheduled Meeting of January 18th, 2010 as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Frankenthal made a motion to approve the claims and accounts 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 January Financial reports. The Investment Report for January showed an annualized rate of return of 1.41%, which is down from the December rate of 1.44%. The Revenue and Expenditure report, which is 75% of the way through the budget, shows that everything is on target.

Supt. of Finance & Personnel Powell stated the consumer Price Index (CPI) for calendar year 2009 was released in late January 2010 at 2.7%. This rate is used to determine the growth in our tax levy (excluding un-capped first year new construction growth). The 2009 CPI will be used to determine increases in the 2010 tax levy which is received in budget year 2011-2012.

Discussion was held on refunding GO 2002 Capital Appreciation Bonds. Dave Phillips of Speer Financial is recommending that we refinance the 2002 CAB bonds within the next year. Although interest rates are at a low level he recommends that we wait until closer to the call date of the bonds which is December 15, 2011, to realize even greater savings, which if rates hold steady will increase our saving considerably. Mr. Phillips and myself will keep a watch on things to ensure that we act quickly if rates begin to change.

Commissioner Frankenthal 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 Lenski made a motion to approve the agenda as presented. Commissioner Condon seconded. All ayes. Motion carried.

CORRESPONDENCE

None.

OLD BUSINESS

TAX ABATEMENT ORDINANCE #2010-1 (Series 2003)

Supt. of Personnel & Finance Powell explained that these ordinances are annual abatements that are presented each year. The tax abatements are for bond issues 2003, 2006, and 2002A which transfer the debt payments from the bond Fund to the General Corporate fund. Each ordinance should be approved separately and by roll call vote.

Commissioner Lenski made the motion to approve the Tax Abatement Ordinance #2010-01 for Series 2003 Bond Issue. Commissioner Frankenthal seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Karas-absent, VanderVeen-aye. Four ayes, One absent was recorded. Motion carried.

TAX ABATEMENT ORDINANCE #2010-2 (Series 2006)

Commissioner Frankenthal made the motion to approve the Tax Abatement Ordinance #2010-2 for Series 2006 Bond Issue. Commissioner Condon seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Karas-absent, VanderVeen-aye. Four ayes, One absent was recorded. Motion carried.

TAX ABATEMENT ORDINANCE #2010-3 (Series 2002A)

Commissioner Condon made a motion to approve the Tax Abatement Ordinance #2010-3 for Series 2002A Bond Issue. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Lenski-aye, Karas-absent, VanderVeen-aye. Four ayes, One absent was recorded. Motion carried.

PETERSON BARN UPDATE

The Peterson Barn was demolished last week and the salvaged wood is on site. Park Staff will move and store the siding at Peck when the weather breaks. The site is still fenced for safety and that will remain until we clear the site in the spring.

COMMUNICATIONS

Director Lambillotte stated that work continues on the Community Survey.

Discussion was held on receiving input from a few residents of their desire for a community garden spot in Geneva. Staff has been researching locations and concerns for garden spots and plans to pose the question to residents through our community survey. A main concern of staff would be parking and watering issues. Staff will continue researching possible locations and concerns.

As an extension of our Before and After School Kidzone Program, our new Kinderzone Kindergarten Program will be unveiled in the spring brochure. We are in the process of marketing for the program and preparing for registration.

We have received word that our Tax Appeal with Sports Authority is being settled. The Sports Authority has agreed to dismiss their 2007 PTAB with no change in EAV or refunds issued. The 2008 EAV will be revised downward from \$1.6M to \$1.4M with a refund being issued. The parties agreed to maintain this EAV for tax years 2009 and 2010. The revised EAV is slightly higher than what the property was independently appraised for. The result to the District will be a refund for tax year 2008 of approximately \$963.

Director Lambillotte updated the board regarding the possibility of leasing a ballfield light pole for cell phone tower use. She included pictures of other towers whereby cell phone transmitters have been placed. Staff is still investigating whether we are a candidate for this type of agreement. We are also investigating whether we have the opportunity to finance the light replacement project based on the amount of time it would take us to recover the cost through energy savings.

Director Lambillotte stated that staff is in the process of submitting our letter of intent and self evaluation in preparation for our 2010 Distinguished Agency Review.

Director Lambillotte stated as outlined in our Sunset Pool Report Recommendations, we are renewing our contract for 3 years with Suzie's Fun Foods for our pool concessions operation for 2010-2012.

FUTURE MEETINGS

Personnel and Policy Committee (Susan VanderVeen & John Frankenthal)	February 25, 2010	5:00 PM
Regular Scheduled Board Meeting	March 15, 2010	7:00 PM
Finance Committee – Budget Meeting (Todd Karas & Peggy Condon)	April 5, 2010	5:30 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks and Properties Larry Gabriel reviewed his report highlighting that staff has been diligent in having the facilities ready during this season of snow. The Wheeler Maintenance Facility addition should be completed in 3-4 weeks. A meeting will be held on February 16th with all parties in discussing the project schedule of the Braeburn Park development.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Kelly reviewed his report. He stated the spring brochure is scheduled to be delivered on February 18th. TV Turn Off Week is scheduled for the week of April 19th. Marketing/PR Supervisor Wicks reviewed some of the sponsorship successes from the past year along with commitments for this upcoming year.

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Burns reviewed her report. She stated that Ted Gray will be submitting the permits for approval in order to get the Gate Valve Structure installed at the Peck wetland. A meeting is scheduled in March to discuss the plan and work schedule. The Butterfly House concrete foundation installation is on hold until weather permits.

NEW BUSINESS

GRANT CONSULTANT CONTRACT

Director Lambillotte stated that Charles H. Schrader & Associates has been doing grant work for the Geneva Park District since 1981 and asked that the board approve the contract renewal. Commissioner Condon made a motion to accept the agreement for grant services with Charles H. Schrader & Associates for \$11,000. Commissioner Frankenthal seconded. All ayes. Motion carried.

ENVIRONMENTAL MEETING POLICY APPROVAL

Manager of Peck Farm Park Burns reviewed the policy for planning environmentally-aware events/meetings hosted by Geneva Park District. The environmental benefits for conducting meetings in this manner include an enhanced public image, and cost savings by reducing energy and paper use. There is potential that our environmental leadership will lead to additional sponsorship and funding opportunities. In addition, many local groups that have an interest in the environment and sustainable practices are interested in collaborating with the Park District to provide programming for residents. This policy will be attached to all rental agreements to provide guidance to residents renting Park District facilities. The following guidelines offer support to the meeting policy for the Geneva Park District:

- Maximize paperless technology: take advantage of new media and digital technology to minimize paper use. Provide presentation information on a flash drive or online for attendees to reference digitally.
- Place recycling bins in meeting rooms for convenient use.
- Use white boards instead of flip charts for brainstorming and idea organization. It's also possible to record brainstorming ideas on a laptop, projected onto a screen for all to reference.
- Provide cups or mugs for use at all coffee and beverage breaks.
- If printed materials are needed, select recycled paper with a high post-consumer content, use vegetable-based ink, and print materials on both sides.

Commissioner Frankenthal made a motion to approve the Planning Environmentally Aware Events/Meetings Policy dated February, 2010 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

KIDZ KORRAL NURSERY PROPOSAL – SPRC

SPRC Facility Manager Dana Hofmann was present to discuss the proposal of the Kidz Korral change in hours and fee structure. Staff has reviewed the hour by hour usage of the Kidz Korral over the past 12 months. Friday evening attendance has been low. Staff is requesting to change the closing hours on Friday from 7 p.m. to 5 p.m. All other hours will stay the same. The fee structure was discussed. In an effort to provide better tracking of usage in the Kidz Korral, staff would like to eliminate the punch card system and utilize CLASS software. The proposed fee structure was reviewed and discussed. The goal is to have one card for all processes including pool. With the new system, we are proposing the following fee structure which shows the option for the fees to be added on to a membership.

Daily: \$4R/\$6NR

	Fitness Member	Resident	Non-Resident
10 hour	\$35	\$40	\$60
20 hour	\$65	\$75	\$115
30 hour	\$90	\$105	\$165

Fitness Membership Add-on

	Paid in full	Monthly
1 child	\$204	\$17
2 children	\$324	\$27
3 children	\$408	\$34

Commissioner Frankenthal made a motion to accept the Kidz Korral change in hours and fee structure proposal as submitted. Commissioner Karas seconded. All ayes. Motion passed.

POLICY MANUAL UPDATES:

PERSONNEL POLICY MANUAL

Supt. of Finance & Personnel Powell stated that the last time the Personnel Policy Manual was completely updated was in 2004 with periodic section updates and additions ongoing. Therefore we are once again providing a complete update. Supt. Powell worked with Director Lambillotte and Jill Bridges to finalize the updates for review. She said that most of the changes were simply changes in language to clarify policies we already have in place or to update legal language. There were no new benefits added or eliminated. She reviewed all of the changes in the manual in detail and the changes were highlighted with review tracking. Commissioner Frankenthal made a motion to adopt the Geneva Park District Personnel Policy Manual dated 2/2010 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

BIRTHDAY PARTY MANUAL

The Birthday Party Host Manual was presented and reviewed. Commissioner Karas made a motion to approve the Geneva Park District Party Host Handbook dated February 2010 as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

EXECUTIVE SESSION

None

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:44 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Linda Fox