

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
March 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, Vice President Todd Karas and President Susan VanderVeen answered present. Commissioner John Frankenthal and Commissioner Pat Lenski were 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 Trish Burns and Marketing/PR Supervisor Traci Wicks.

Guests present were Ken Kerfoot and Steve Cooper, Geneva Park District Parks Department staff.

HEARING OF GUESTS

Director Lambillotte recognized Steve Cooper, a Parks Department employee, for 10 years of dedicated service to the Geneva Park District.

READING OF MINUTES

Commissioner Condon made a motion to approve the minutes from the Regular Scheduled Meeting of February 15, 2010 as presented. Vice President Karas seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the February Financial reports. The Investment Report for the month of February showed an annualized rate of return of 1.15%, which is slightly down from January's earnings of 1.41%. Superintendent Powell reminded the board that the Economic Statement Interest forms must be returned by May 1<sup>st</sup> or there will be a late filing penalty fee. She also stated the Geneva Park District received notice from Standard & Poor's that the District's bond rating was upgraded from an AA to a AA+. A press release announcing this upgrade is being developed.

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 carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

President VanderVeen read a thank you letter from the St. Peter School Spectacular Committee for the District's donation of some free passes for their auction. She also read a thank you card from Peg Boehm the District's long time art teacher.

**OLD BUSINESS**

**COMMUNITY SURVEY STAKEHOLDER REPORT**

Director Lambillotte stated that Leisure Vision is making the final changes to survey and then it will be sent out for distribution. Leisure Vision representatives will present the results at the June board meeting. The preliminary stakeholder report prepared by Leisure Vision outlines the comments gathered during the stakeholder and focus group meetings. Staff and board reviewed the comments.

**BRAEBURN PARK RENOVATION**

Supt. of Parks Gabriel reviewed the preliminary plans for this joint park project site with the Batavia Park District. There were two meetings scheduled with residents to review preliminary plans for the site. The schedule for the project is to go out to bid in March and recommend approval at the April board meeting.

**PECK LAKE WATERSHED**

In 2003, an IDNR grant was awarded for the restoration of the wetland at Peck Farm Park. Included in this project was the installation of a drainpipe for the lake, a fish barrier and several hemi marsh plantings. Since work on the watershed began, the Geneva Middle School and Sunset Prairie subdivision were completed, along with the Persinger Recreation Center. All of these developments have increased the amount of rainfall into the watershed. The current drainage pipe cannot keep up with the storm water velocity from nearby less pervious surfaces. This has prevented the marshes from taking hold and as a result, lake vegetation and diversity have suffered. Staff has researched our options and determined that installing a water level control structure is a cost effective option for wetland water level control. Staff could then control the water discharge and run off. This would help to restore the shallow waterway, providing diverse aquatic vegetation, water quality improvement and protection, carp control, wildlife enhancement and fish population diversity. The cost of the project would be approximately \$19,000. Vice President Karas made a motion to approve \$19,000 of capital funds for a water level control structure for Peck Lake Watershed. Seconded by Condon. All ayes. Motion carried.

**COMMUNICATIONS**

We have received a letter from the history center inviting staff and board to be part of an intergovernmental strategy meeting to discuss various funding strategies that may help formulate a long term solution to the History Center’s financial situation. The intention is to seek input from each of Geneva’s tax-supported bodies: city, township, park, school, and library district. The meeting is Thursday, April 15<sup>th</sup> at 7pm at the History Center. Director Lambillotte and President VanderVeen will be attending this meeting.

Staff has been working with the Kane County Forest Preserve District to finalize a formal use agreement for Fabyan Woods Soccer Fields.

Director Lambillotte announced that FVSRA is having their Pork Chop BBQ and Raffle on April 14<sup>th</sup>.

Staff has been working diligently on the budget which will be presented to the board in April.

The next Park Foundation meeting is scheduled for March 23, 2010 at 7:00 PM. Director Lambillotte stated that there will be 3 member’s terms expiring.

**FUTURE MEETINGS**

Finance Committee- Budget Meeting (Todd Karas & Peggy Condon)	April 7	4:30 PM
Regular Scheduled Board Meeting	April 19	7:00 PM
Recreation Committee Meeting	May	TBD

## **STAFF REPORTS**

### **SUPERINTENDENT OF RECREATION**

Supt. of Recreation Jay Kelly highlighted on spring registration and stated the new Kinder Zone registration went well with over 40 children registered at this time. An additional 4 year old pre-school classroom has been added for next fall. He also highlighted two new programs: St. Paddy's Senior Fashion show and Leprechaun Luncheon Co-op with the Geneva Twp. Senior Center and a Wiffleball Tournament and leagues. The Just Dad'n Me Dance had over 933 participants and there were 24 birthday parties scheduled for the month of March. Supt. of Recreation Kelly reviewed the February memberships and revenue for SPRC and Sunset. The EFT's for memberships continue to grow.

### **MANAGER OF PECK FARM PARK**

Manager of Peck Farm Park Trish Burns reviewed her report. The foundation work for the Butterfly House will begin March 16<sup>th</sup>. May 28<sup>th</sup> is the opening day of the Butterfly House. She advised that we will begin our spring burn season the week of March 29th. The Wolf, Coyote, Fox: Cousin of the Dog Exhibit is over and had strong visitation throughout the duration with over 800 people visiting.

### **SUPERINTENDENT OF PARKS AND PROPERTIES**

Supt. of Parks & Properties Larry Gabriel reviewed his report. Staff is busy pursuing spring activities. The skate park opened on March 1<sup>st</sup>. The Wheeler Park Maintenance Facility addition is near completion and Superintendent Gabriel will be gradually moving his office over to this location. Various staff members attended seminars on biological control and Emerald Ash Borer action planning.

## **NEW BUSINESS**

### **RESOLUTION #2010-4 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. Supt. of Finance & Personnel Powell stated the district has been provided a tax appeal filed February 24, 2010 by Realty Associates Fund. Commissioner Condon made a motion to approve Resolution #2010-4 authorizing participation in a tax appeal challenge pursuant to the intergovernmental agreement. Vice President Karas seconded. Roll call vote was taken. Condon-aye, Frankenthal-absent, Karas-aye, Lenski-absent, VanderVeen-aye. 3 ayes and 2 absent recorded. Motion carried.

### **SUNSET POOL HEATERS BID**

Supt. of Recreation Kelly reviewed the 6 bids the District received for replacement of Sunset Pool heaters. The original heaters were installed in 1996. Last year the heaters were in such disrepair that it was the recommendation of contractors who service the units to have the units replaced for the 2010 summer session. It is staff's recommendation that the board approves the lowest bidder. Commissioner Condon made a motion to approve the lowest bid of \$54,798.00 from B & E Aquatics Inc. for the new Sunset Pool heaters. Vice President Karas seconded. All ayes. Motion carried.

### **VEHICLE PURCHASE REQUEST – 14 Passenger Shuttle Bid**

Director Lambillotte stated that the District's 1992 Ford 15 passenger van is due for replacement due to its current condition. Staff is proposing to replace the van with a 14 passenger bus, which will not require a CDL license. Five bids were received. Staff will be putting the old van on e-bid. Commissioner Karas made a motion to approve the lowest bidder, Midwest Transit Equipment for the amount of \$40,730 for a 14 passenger bus. Commissioner Condon seconded. All ayes. Motion carried

### **PROGRAM SURVEYS – GYMNASTIC/TUMBLING**

Supt. of Recreation Kelly reviewed the results of the recent gymnastics/tumbling program evaluation. The evaluation was sent to 265 participants with 45 responses, a 17% return rate. The evaluation includes questions regarding instructors, facilities, overall program satisfaction and suggestions and comments for future program development. The overall results were positive with most responders being satisfied. Based on the feedback from the survey and comments, staff will evaluate instructors, class times and variety of classes.

FULL-TIME EMPLOYEE PACKET

Director Lambillotte stated the full time employee packets have been updated by staff to include the most accurate information based on the newly updated Personnel Policy Manual. There being no additional revisions from the board or staff, Vice President Karas made a motion to approve the Geneva Park District Full-time Employee Packet dated March 2010 as presented. Commissioner Condon seconded. All ayes. Motion carried.

PART-TIME & SHORT-TERM EMPLOYEE PACKET INCLUDING THE PT & ST PERSONNEL POLICY MANUAL

Director Lambillotte stated the part-time and short-term employee packets and Personnel Policy Manual have been updated by staff to include the most accurate information based on the newly updated Personnel Policy Manual. In effort to conserve resources, the Geneva Park District is sending these documents in electronic form. If necessary, the employee can pick the documents up from the supervisor. There being no additional revisions from the board or staff, Vice President Karas made a motion to approve the Geneva Park District Part-Time & Short-Term Employee Packet including the Part-Time & Short-Term Personnel Policy Manual dated March 2010 as presented. Commissioner Condon seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:31p.m., Vice President Karas made a motion to go into Executive Session to discuss land acquisition and personnel after a four-minute break. Commissioner Condon seconded. All ayes. Motion carried.

The board returned to the Regular Meeting at 10:21 p.m. Vice President Karas made a motion to approve the proposed salary ranges and 2010 full-time wage & salary increases with an average increase of 2.7%. Commissioner Condon seconded. All ayes. Motion carried.

ADJOURN

Vice President Karas made a motion to adjourn the meeting at 10:22 p.m. Commissioner Condon seconded. All ayes. Motion carried.

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Secretary, Board of Commissioners  
Geneva Park District

Submitted By: Sheavoun Lambillotte / Linda Fox