

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
April 19, 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 John Frankenthal, Commissioner Pat Lenski, Vice President Todd Karas and President Susan VanderVeen answered present. Commissioner Peggy Condon arrived at 7:10 p.m.

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 Phil Cooper, Geneva Park District Custodian and his friend Susan Urban. Tom & Beth Matson, residents of the Geneva Park District. Staff members: Dana Hofmann, Nicole Vickers, and David Shindley.

HEARING OF GUESTS

Director Lambillotte recognized Phil Cooper, Custodian for the Geneva Community Center, for 25 years of dedicated service to the Geneva Park District. The Board and staff took the opportunity to recognize Phil for all his hard work.

Tom & Beth Matson were present to discuss the Summer brochure write-up for the FVSC Power – Soccer Camp. They stated a concern with advertising details being omitted from the program’s description. Staff will follow up with their concerns and issue for future brochures.

READING OF MINUTES

Vice President Karas made a motion to approve the minutes from the Regular Scheduled Meeting of March 15, 2010 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.

TREASURER’S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the March Financial reports. The Investment Report for the month of March showed an annualized rate of return of 1.08%, which is slightly down from February’s earnings of 1.15%. 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.

Vice President Karas made a motion to approve the Treasurer’s Report and Supt. of Finance Report as presented. Commissioner Lenski 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 an email addressed to Mike Contreras, GPD Athletic supervisor, from Brian DeFoney expressing a great job done by providing great organization on activities at Geneva Park District. She also read a letter being sent to the Geneva Park District Foundation from the Geneva Park District to thank the foundation for their generous donation of \$14,000 to cover the cost of new rain barrels at Peck Farm, reconstruction of the butterfly house entrance to make it more accessible, and shade trees for a number of our high use parks.

## **OLD BUSINESS**

### COMMUNITY SURVEY UPDATE

The community survey was mailed to a random sampling of residents the week of April 12<sup>th</sup>. Ron Vine from Leisure Vision will be making a presentation of the results at our June 21<sup>st</sup> board meeting. They sent out approximately 5,000-6,000 surveys expecting at least 1,000 surveys to be collected and processed.

### BRAEBURN PARK PROJECT RENOVATION BID

Supt. of Parks & Properties Gabriel stated 11 bids were received for the Braeburn Park renovation project. The bids were very competitive. This project is being financed 50/50 by Geneva Park District and Batavia Park District. Staff requested a motion to approve the low bid from Elanar Construction in the amount of \$98,203 plus \$6,865 in alternates. The three alternates were concrete walks, litter receptacles, and three 6' benches. Reference checks were very positive for this company. Mr. Gabriel stated the project will take approximately 2½ months to complete with plans to have the park open in July. Commissioner Peggy Condon made a motion to approve Elanar Construction with a low bid of \$98,203 plus the three alternates totaling \$6,865 for Braeburn Park Project. Commissioner Frankenthal seconded. All ayes. Motion carried.

### ISLAND PARK BRIDGE PROJECT

Director Lambillotte stated that all permits necessary to proceed with this project have been secured including the latest we received from the Army Corp. of Engineers. We are still waiting to hear on the status of grant funding for this project. Staff is prepared to move forward with the project once we confirm grant funding.

### COMMUNICATIONS

The Park District has received a generous donation from the Geneva Park District Foundation in the amount of \$14,000 to cover the cost of new rain barrels at Peck Farm, reconstruction of the butterfly house entrance to make it more accessible, and shade trees for a number of our high use parks. Sincere thanks to the Geneva Park Foundation for all their hard work.

Butterfly house reconstruction continues and the facility will be ready for the butterfly release on May 28<sup>th</sup>.

Director Lambillotte stated that the District has submitted all necessary paperwork to receive the last installment of our White's Creek Grant reimbursement.

Director Lambillotte and Supt. of Recreation Kelly have been working with Pro's Consulting to review our customer service system to identify areas of strength and opportunities we have to improve service to our customers. This information will be used to develop new and improved processes, procedures and finally customer service training programs for our front line staff.

Geneva Baseball Opening Day is April 24<sup>th</sup> at Peck Farm Park.

Director Lambillotte stated that she and Jill Bridges had an initial Distinguished Accreditation meeting with the District's mentor, Mike Clark of Batavia Park District. The meeting went very well. We hope to be finished with the review and gain accreditation status in the fall of this year.

Staff had a meeting with Laura Ross, our grant consultant, to begin the process of applying for grant funding for our Bennett Park shoreline restoration project.

Staff will be meeting with the school district next week to continue the process of updating our intergovernmental agreements for shared use of school and park facilities.

Director Lambillotte will be attending the Legislative Conference in Springfield April 27-28. Park District representatives from around the state will be gathered to meet with legislators and get updates on many important issues affecting our districts.

#### FUTURE MEETINGS

Recreation Committee Meeting (Peggy Condon, Pat Lenski)	May 6 <sup>th</sup> , 2010	2:00 PM
Annual Meeting	May 17 <sup>th</sup> , 2010	7:00 PM
Regular Scheduled Meeting	May 17 <sup>th</sup> , 2010	Follows Annual Meeting

#### MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reported that the Butterfly House entrance accessibility reconstruction has begun. The natural areas that were schedule to be burned for the spring were completed the week of March 29<sup>th</sup>.

#### SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Larry Gabriel reviewed his report and advised that staff has been very busy on spring preparation with the nice weather.

#### SUPERINTENDENT OF RECREATION

Supt. of Recreation Jay Kelly reviewed his report and highlighted on the following. Spring registration began April 5<sup>th</sup>; the Easter Egg Hunt festivities and TV Turn Off Week went well. The new 15 passenger mini-bus was delivered on April 12<sup>th</sup> and training will take place with staff. Mr. Kelly reported on the preparation for the upcoming pool season. Concrete repairs have been completed; the new boilers were delivered on April 12<sup>th</sup> with installation beginning that same day, the animals and padding in the zero depth area will be updated by April 23<sup>rd</sup> with the pool being painted the following week along with the slides being professionally waxed. These items are in addition to the regular cleaning and maintenance that takes place to get the facility in operating order. Compliance for the Virginia Graeme Baker Act continues to move forward. The drawings for the drains have been submitted to the state for approval. With the latest legislation update, the changes for compliance should cost \$10,000-\$15,000, much less than originally expected. The memberships and revenue for SPRC and SRFC were reviewed. Vice President Karas commended staff on how great the baseball fields are looking this year.

#### RESOLUTION #2010-6 AUTHORIZING PARTICIPATION IN TAX APPEAL CHALLENGES

Supt. of Finance & Personnel Powell stated effective May 18, 2009, the Geneva Park District entered into an intergovernmental agreement to defend future real estate tax appeals for properties within Geneva Township wanting to decrease their value by \$200,000 or more. There were three new appeals filed in March. Vice President Karas made a motion to approve Resolution #2010-6 authorizing participation in tax appeal challenges pursuant to the intergovernmental agreement. Commissioner Condon seconded. Roll call vote was taken. Condon-aye, Frankenthal-aye, Karas-aye, Lenski-aye, VanderVeen-aye. All ayes recorded. Motion carried.

#### AUDIT RECOMMENDATION

Supt. of Finance & Personnel stated that the district's current auditor, Frank VanAelst has informed the park district that he will no longer prepare our annual audit. Ms. Powell stated she has received proposals from four CPA firms interested in taking on this service for the District. Lauterbach & Amen had the lowest fee with a three year total cost of \$34,500. This firm has extensive experience in conducting audits of local governments, particularly park districts and staff recommends their services. Commissioner Condon made a motion to approve the auditing services proposal from Lauterbach & Amen for 2010 thru 2012 for a total cost of \$34,500. Commissioner Lenski seconded. All ayes. Motion carried.

PROPOSED BUDGET FY 2010-2011 Including BUDGET COMMITTEE MINUTES

The Finance Committee, consisting of Todd Karas and Peggy Condon, reviewed the budget and recommends board approval. Supt. of Finance & Personnel Powell summarized each section of the budget and the Part Time and Short-Term Salary and Wage Range Spreadsheet. She highlighted on various changes made in the budget from last year to this year and any increases/decreases in the various funds that we see in this budget as compared to last year's budget. She also explained and reviewed the five-year Capital Improvements Plan (CIP). Staff requests a motion to approve the 2010/2011 proposed budget including budget committee minutes and Part-Time and Short-Term Salary and Wage Range Spreadsheet. Vice President Karas commented and thanked the staff for their effort in cutting expenses from each of their departments.

Vice President Karas made a motion to approve the proposed Budget FY2010-2011, the Part-Time and Short Term Salary and Wage Range Report and the Budget Committee Meeting Minutes dated April 7<sup>th</sup>, 2010 as presented. Commissioner Frankenthal seconded. All ayes. Motioned carried.

BUDGET & APPROPRIATION ORDINANCE #2010-5 (Draft)

Supt. Finance & Personnel Powell advised that the draft ordinance is enclosed and reviewed the information with the board. The ordinance will be presented at a Public Hearing on June 21<sup>st</sup>, 2010 at 7:00 PM and approved at the June 21<sup>st</sup>, 2010 board meeting. The budget ordinance will be available for public review for more than 30 days.

MANUAL REVIEW: GIRLS SOFTBALL MANUAL; ADULT SOFTBALL MANUAL; SUMMER CAMP MANUAL & STONE CREEK MINIATURE GOLF OPERATIONS MANUAL

Director Lambillotte stated these manuals have been updated by staff to include more accurate information of current procedures. Staff and board reviewed the following manuals – Girls' Softball Manual, Adult Softball Manual, Summer Camp Manual & Stone Creek Miniature Golf Operations Manual. There being no additional revisions from the board or staff, Commissioner Condon made a motion to approve the Policy Manuals – the Girls Softball Manual, Adult Softball Manual, Summer Camp Manual & Stone Creek Miniature Golf Operations Manual as presented. Commissioner Frankenthal seconded. All ayes. Motion passed.

EXECUTIVE SESSION

At 8:56 p.m., Commissioner Condon made a motion to go into Executive Session to discuss land acquisition and personnel after a five-minute break. Commissioner Lenski seconded. All ayes. Motion carried.

The board returned to the Regular Meeting at 9:27 p.m.

ADJOURN

Vice President Karas made a motion to adjourn the meeting at 9:28 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

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Secretary, Board of Commissioners  
Geneva Park District

Submitted By: Sheavoun Lambillotte / Linda Fox