

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES**

**July 20, 2009**

**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 Todd Karas, Commissioner John Frankenthal, Commissioner Pat Lenski and President Susan VanderVeen answered present. Commissioner Peggy Condon arrived at 7:04 p.m.

Staff members present were Director Sheavoun Lambillotte, Office Manager Linda Fox, Supt. of Parks & Properties Larry Gabriel, Supt. of Recreation Jay Kelly, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Park Interpretation Center Trish Burns, Facilities Supervisor Nicole Vickers and Marketing/PR Coordinator Traci Wicks.

Guest: John Devine, Geneva resident.

No press present.

HEARING OF GUESTS

None.

READING OF MINUTES

Commissioner Karas made a motion to approve the minutes from the Regular Scheduled Meeting of June 15, 2009 as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TEASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the June Financial reports. The Investment Report for the month of June showed interest earnings of 1.58%. This is down from the June earnings of 1.61% as expected due to older investments rolling off. All of the June 15<sup>th</sup> and June 30th Bond payments have been made. She advised that we are 17% through the budget year and Revenues and Expenses are right on target. We received our first half of the tax distribution in June so our Revenues are ahead. Expenditures are less than budgeted.

Ms. Powell discussed how we compare with other park districts in terms of our Standard & Poors rating. She advised that we are "AA". Dave Phillips from Speer Financial provided information which included bond rates for counties, school districts, cities and park districts. Geneva Park District is in the top third tier of ratings with an "AA" rating. The only other park district which has a better rating is the Chicago Park district at AA+. The Park District's rating is excellent. In addition, Dave Phillips provided an article regarding ratios, and financial indicators S&P uses when rating an agency. She provided the District's ratios and noted she will begin incorporating these ratios in future budgets to provide comparisons over the years.

Commissioner Condon made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

#### APPROVAL OF THE AGENDA

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

#### CORRESPONDENCE

President VanderVeen read a thank you email from the Algrim family regarding the Camp Voyager and Safari Summer Camps.

#### OLD BUSINESS

##### PECK FARM PARK PROJECT UPDATE

Director Lambillotte advised that the back porch has been completed, but staff still needs to quote the painting and staining. The chimney repair is complete and the amphitheatre is complete. She advised that staff is in the process of getting pricing for additional capping of the east wall which will also help maintain the historic wall a little bit better. Director Lambillotte advised that the 30 acres that were restored on the south side of Peck Farm Park are developing as expected.

President VanderVeen asked if we are doing any additional landscaping in the amphitheatre shelter area. Superintendent Gabriel answered that staff has done some landscaping already including prairie plantings on the west wall. Some additional landscaping will also be done in-house.

##### STEPHEN D. PERSINGER RECREATION CENTER UPDATE

Director Lambillotte advised that we are coming up on our one year anniversary since we opened in September 2008. Therefore, we will be having our annual warranty walk through on Tuesday, August 25<sup>th</sup>. We are having continuous issues with the washer and dryer which will be addressed at the meeting. We also have work scheduled in the locker rooms to redo the grout. New tile will be installed about 3 feet out by the steam rooms because the carpeting keeps getting soaked. The carpeting will be removed and the work on the floor will also be done at that time. The new locks in the lockers will be under warranty for another year and we are still working to resolve that issue. Supt. of Recreation Kelly advised that additional wall pads to extend the padding at the basketball court end line will be installed at the end of August.

#### COMMUNICATIONS

Director Lambillotte advised that she and Jill Bridges met with our Grant Consultant Laura Ross to discuss the status of the Island Park Bridge grant application. It has been put on hold because of all the new stimulus money coming in which is causing delays on some grant funding being dispersed. She advised that other projects were discussed including the Bennett Park Shoreline restoration for which we just got our first drawings and estimate. Superintendent of Parks & Properties Gabriel explained that the restoration would include all the natural areas and regrading and planting around the creek. The north side of Peck Farm Park has been split up per our Master Plan into three phases that are presently being farmed. In the next few years, as the budget permits or grants become available, we will be restoring those to natural prairie including two picnic areas.

Director Lambillotte advised that in following up with our land/cash ordinance, a new property in downtown Geneva, the Dodson Place Building 8, was recognized as a possible construction

project that had not been assessed. We have received word back from the City of Geneva that we will be receiving \$70,059.50 from that property for a land/cash contribution.

Director Lambillotte welcomed Trish Burns as our new Manager at Peck Farm Park. She officially began on July 6<sup>th</sup> and comes at a great time with the camps going on and the Butterfly House being open.

Director Lambillotte stated that the Park District has launched a new employee recognition program entitled “Top Dog” which took the place of the “You Rock” program. Staff put this program together as a way of recognizing fellow staff people when they go over and above the call of duty.

Director Lambillotte advised that we have been investigating how to remove the old barn from the Peterson property which is on the corner of Viking and Fabyan. The barn is extremely old and very close to the road. Staff is concerned that it may fall down. Superintendent of Parks & Properties Gabriel explained he has been working with Dan Otto, who supplied the SPRC wood wall and Rick Peterson, the previous owner. He stated that the barn was built in the 1800’s and has a lot of history in it. Even though the barn is over one hundred years old, the interior framing structure is so well built that it will not fall down on its own. A lot of the wood in the barn is salvageable. Dan Otto will be supplying a proposal for the cost of dismantling the barn and possible future use of the lumber. Director Lambillotte stated a possible idea is to build something from the lumber and use it as a teaching tool at Peck Farm Park. John Devine asked if the Park District owns the property and he was told yes.

Director Lambillotte reported that we have received a request from three residents regarding the Park District changing its policy on flying model airplanes in our parks. She has gathered some information on flying airplanes at parks to find out where in this area you could already fly planes. There is one site in Aurora, one in St. Charles and one in Bartlett. The one in Aurora and St. Charles are clubs and memberships are required. She reviewed the pros – It is a recreational activity and we want to promote recreational activity whenever we can, and the cons – The noise to neighbors and safety. This would also require a large parcel of land. Our largest parcel is Peck Farm and this is not a good area due to the wildlife. Ms. Lambillotte explained various comments she has received from other park districts. One of the safety issues brought up is that some of the planes can be quite large and if they lose their signal they crash. She added that the people who have requested flying in our parks are very serious flyers and have a lot of experience, so in their point of view this would not be an issue. But from our point of view, we cannot control who is flying and whether they have the same experience. Some places require that the flyers have either an AMA membership card or they must be permitted through the district which would require proof of liability insurance. Carol Stream Park District allows flying model aircraft in all of their parks. Staff opinion is that there are already opportunities for people to fly planes in the area.

Commissioner Condon asked about Prairie Green. Director Lambillotte advised that she has gone by the site, but the city owns it and they have the plans set by focus groups. Flying model planes was not in the plan.

Director Lambillotte stated another area was the Forest Preserve, but she stated that the Kane County Forest Preserve already has a designated flying area in Aurora and she does not know how willing they would be to add another one.

Commissioner Karas stated that the residents request was for battery operated planes, not gas.

The residents are not looking to join a club and take these planes out into a gas-operated environment. They are looking for a passive, spur of the moment flying area.

Commissioner Frankenthal suggested setting some significant ground rules such as not being able to fly the planes when activities are going on. He added that he has seen the gas power planes being flown by the Middle School parking lot/soccer fields.

Director Lambillotte advised that she has contacted PDRMA and they do offer a waiver and guidance. After further discussion, Director Lambillotte asked for the board and staff opinions. Supt. of Recreation Kelly advised that he is opposed to the flying of planes at any of the parks and the risk is not worth the reward. Manager of Natural Areas & Interpretation Burns advised that she is opposed and feels it will hurt the wildlife. Supt. of Parks & Properties Gabriel stated that Mill Creek has a sign not allowing. He has already received a complaint on these small battery operated planes being flown in Mill Creek. Consensus of the board and staff is to oppose the flying of planes at all of the Park District's parks. Director Lambillotte will contact the City and Forest Preserve for their opinion on other possible designated areas and will let the residents know of the decision.

Director Lambillotte advised that in an effort to increase the level of customer service of our front line staff, the Park District has implemented a Mystery Shopper Program. We have completed our first round of mystery shops including inquiries made by phone and visits to the Sunset Racquetball & Fitness Center counter the registration counter at GCC and out at SPRC. We received really positive responses on those secret shops, in terms of customer service, but even higher marks in terms of the cleanliness and condition of both facilities. Staff is pleased with the results and used all of the information to put together customer service training scripts for staff at both locations. A second round of mystery shops will start soon.

Director Lambillotte advised that a Green Committee has been formed with a representative from each department in the district. Manager of Peck Farm Park Interpretive Center Burns will be heading up the committee. She comes with experience in that area so staff is excited about putting together a district wide green plan. Other staff has come forward on a regular basis with ideas on how we can recycle, conserve resources, electricity and other utilities. We will be putting together a draft plan to present to the board, hopefully in the fall.

Director Lambillotte reported in a previous meeting that we were waiting for the Governor to sign the bill from the Department of Commerce and Economic Opportunity that would be approving monies to be distributed to different park districts and municipalities for capital development. She advised that the bill did get signed and we will be receiving \$100,000. Possible uses for the funds include the shoreline renovation at Bennett Park or an early debt service payment on the Peterson property.

FVSRA meeting minutes were enclosed. The next Geneva Park District Foundation Meeting will be held on Tuesday, July 28<sup>th</sup> at 7:00 pm.

### **FUTURE MEETINGS**

Regular Scheduled Meeting	August 17	7:00 p.m.	Meeting held at PFP
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### **STAFF REPORTS**

#### **MANAGER OF NATURAL AREAS AND INTERPRETATION**

Manager of Natural Areas & Interpretation Trish Burns reviewed her report with the board. There is always an increase in the visitation for the month of June from the schools and local

camps. This June is the biggest we had at Peck in the last five years. The Butterfly House visitation is down due to the weather, but we are busier with camps and school groups. The Grand Opening for the Amphitheatre will be August 29<sup>th</sup>. We will have a story teller and camp fire.

#### SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Larry Gabriel reviewed his report with the board. The month of July for the Parks Department is filled with general maintenance as the time is in between openings and closings of facilities.

#### SUPERINTENDENT OF LEISURE SERVICES

Supt. of Recreation Jay Kelly reviewed his report with the board and advised that Facilities Manager Nicole Vickers would be reviewing the Sunset Racquetball and Fitness Center Annual Report later. Mr. Kelly reviewed program highlights: All softball programs will be ending between now and the middle of August. Swedish Days was a very good event this year for us. Various events including the Battle of the Bands, Dodgeball, Basketball, and performances by the Cheerleading, Dance and Gymnastics programs were all very good. This year was different due to the fact that we sponsored the main stage on Friday which gave us extra publicity. We also had a tent and handed out beach balls. Twilight Golf for Mini Golf brought in 80 participants; unfortunately Saturday night twilight golf was rained out. We also had participants from different programs marching in the parade on Sunday. On June 30<sup>th</sup> we had the Park District night at Kane County Cougars and it was an awesome night with over 300 participants and we had several of our program teams there and Steve Persinger threw out the first pitch. Camps are going good and Kids Zone registration has taken off and is up 33% from last year. Supt of Recreation Kelly advised that unfortunately the weather has been affecting some of our special events. Our first Concert in the Park was cancelled, but a make up is scheduled for July 29<sup>th</sup>. Both of the Teen Nights at the Pool have been rained out and the Movie in the Park last Wednesday was moved inside. He advised that the Sunset Pool is doing really well despite the weather. Attendance and revenue numbers are up. We have sold 115 non-resident passes. Mini Golf is down and has been affected by the extreme heat and rain. Sunset Racquetball and Fitness Center numbers are down but we will present some recommendations to the board to hopefully help it turn around. SPRC is doing well.

#### **NEW BUSINESS**

##### SUNSET RACQUETBALL AND FITNESS CENTER ANNUAL REPORT

Facilities Manager Nicole Vickers reviewed the Sunset Racquetball and Fitness Center Annual Report and highlighted several areas from the report. She advised that Sunset Racquetball and Fitness Center has been declining in terms of membership and revenue mainly due to SPRC opening and the current state of the economy. She referred to page 4 that shows the difference in memberships being down from 1,419 to 898.

Commissioner Frankenthal asked if we have considered doing a survey of some type. Ms. Lambillotte answered that we do have a survey every year at the end of the summer or beginning of September and do make phone calls to past members who did not renew.

Ms. Vickers stated in reference to the memberships that the numbers shown are strictly Sunset and do not include any Gold Memberships which equate to about 350 memberships. The revenue numbers for the Gold Memberships are shown on the report and she added that net revenue is down from \$181,000 to \$84,904 which is a pretty significant number.

She reviewed the recommendations with the board which include different marketing ideas that will hopefully increase the racquetball usage times. The biggest recommendation at this time is to sell non-resident passes to compensate for the decline in revenue over the past year. She reviewed the proposed fee structure with the board. It is based on how SPRC is set up, which is a 35% increase for non-resident memberships and will keep the pricing structures consistent.

Commissioner Condon suggested to market to the people who commute on the train and Ms. Vickers said that one of the reasons why we are opening earlier now is to accommodate those people who are commuters.

Further discussion was held on utilizing courts with other programs, but due to the acoustics, there are not many programs that can utilize the area. Director Lambillotte advised that staff is looking seriously into spinning, but space and storage of equipment is a challenge.

Commissioner Karas suggested to keep looking into trends to attract customers here at Sunset and to use all available room space. Director Lambillotte advised that we have been having regular seasonal meetings in regards to room space, what percentage of time it is used and what alternate programming we haven't tried yet. There is a whole new line up of programs coming this fall that we have never offered before that came from those brainstorming meetings.

Commissioner Karas made a motion to approve the 2008/2009 Sunset Racquetball & Fitness Center Annual Report dated July, 2009 with the recommendations as presented. Commissioner Lenski seconded. All ayes. Motion carried.

#### PROGRAM SURVEYS – DANCE PROGRAMS

Supt. of Recreation Kelly reviewed the Dance Program evaluations that covered both the Dance Programs and Dance Recital. The survey was given to approximately 400 participants and it was offered on-line through Constant Contact. We received 126 responses. All of the responses were very positive and we received a lot of suggestions and recommendations for possible changes which are consolidated at the back of the report. He added that 92% of the people said that they would recommend the program to someone else. Director Lambillotte said that the on-line survey option has been a great addition to the evaluation of our programs.

#### GCC BATHROOM RENOVATION BIDS

Supt. of Recreation Kelly advised that we received five bids for the two bathrooms located at the Geneva Community Center. The project consisted of replacing the tile, the partitions, the plumbing fixtures and painting. The vanity will be kept since it was just replaced. Supt. of Recreation Kelly checked the references and interviewed the low bidder to review all specifications due to their bid being so much lower than the other bidders. Director Lambillotte advised that there will be a one year warranty.

Commissioner Karas made a motion to award the Sunset Bathroom Renovation Project to Port Angel Corporation for a bid of \$31,000.00. Commissioner Frankenthal seconded. All ayes. Motion carried.

#### POLICY MANUAL UPDATE – Freedom of Information Act Packet and Ordinance #2009-10

Director Lambillotte advised that we are preparing for the Distinguished Agency Review and need to update all of our manuals. This will be the first of many that we will be bringing to the board for approval with updates and/or changes as necessary. This particular manual is being updated simply to change names of the Board Members and staff. The only other change from the old Freedom of Information Act document was new fees for copies that are requested.

Commissioner Karas made a motion to approve the Freedom of Information Act Packet and Ordinance #2009-10. Commissioner Frankenthal seconded. A roll call vote was taken. Condon – aye, Frankenthal – aye, Karas – aye, Lenski – aye, VanderVeen – aye. Five ayes. Motion carried.

#### EXECUTIVE SESSION

Commissioner Condon made a motion to go into Executive Session at 8:37 p.m. to discuss land acquisition and legal litigation, after a three minute break. Commissioner Frankenthal seconded. All ayes. Motion carried.

The board returned to regular session at 8:50 p.m.

#### ADJOURN

Commissioner Karas made a motion to adjourn the meeting at 8:51 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

Respectively submitted,  
Linda Fox/Dawn Flesvig