

GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES

July 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 Todd Karas, Commissioner John Frankenthal, Commissioner Pat Lenski, and President Susan VanderVeen answered present. Commissioner Peggy Condon arrived at 7:03 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 Interpretation Center Trish Burns, Facilities Supervisor Nicole Vickers, SPRC Facility Manger Dana Hofmann and Marketing/PR Supervisor Traci Wicks.

Guests: John McGovern, ADA Recreation Accessibility Consultant and Ryan Coffland, GPD Intern.

HEARING OF GUEST

Supt. of Recreation Kelly introduced Ryan Coffland who is doing his internship for the Geneva Park District this summer.

READING OF MINUTES

Commissioner Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting and Public Hearing Meeting of June 21, 2010 as presented. Commissioner Lenski 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.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Christy Powell reviewed the June financial reports. The Investment Report for the month of June showed an annualized rate of return of 1.2%, which is an increase from last month's return of .87%. She stated the reason for this increase in the annualized rate return is due to the IMET 1-3 year fund with an annualized return of 5.16% in June. The Revenue and Expenditure Report for this month is 17% of the way thru the year and is on target. Commissioner Karas made a motion to approve the Treasurer's Report and Supt. of Finance's Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

None.

OLD BUSINESS

CELL TOWER UPDATE

Director Sheavoun Lambillotte updated the board on the information regarding details of placing a cell phone tower at Wheeler Park. This tower is a flag pole type tower. It is a 100 ft. pole with a requirement of a 100 ft. setback. After speaking with the city, they do have a number of requirements associated with placing cell towers in the city limits. Sprint would be required to put the project before the city for

review and secure a special use permit. The park district would have to act as a co-applicant for the process. The lease payment would be somewhere between \$300 to \$2,000 per month. The board is agreeable to have staff move forward with Sprint on preparing a proposal for the park district.

## COMMUNICATIONS

The next Park District Foundation meeting is scheduled for July 20<sup>th</sup>, 2010 at 7:00 p.m.

Director Lambillotte and Grant Coordinator Laura Stuart had a meeting with a representative from Tim Schmitz's office to discuss the status of the Island Park Bridge Grant Application. It appears that we will have to reapply for the grant, further pushing back our ability to start construction of the bridge. We did, however, receive a letter from IDOT letting us know that formal approval has been given for the bridge design and that we can proceed with Phase II work.

Director Lambillotte stated that the District received the final energy evaluation report from the University of Illinois outlining all our energy use at GCC and savings associated with upgrading some of our systems. We are very pleased with the report as many areas were identified that we can upgrade with a payback of less than 5 years. Staff will continue to work toward facilitating those changes as the budget permits.

Director Lambillotte reported that staff is considering bringing in a third party to evaluate the efficiency of our HVAC system at SPRC. Since opening of SPRC in 2009, we have had problems regulating that system and have indentified and addressed some areas of concern, but we still fear the system is not working as efficiently as it should. Staff will be looking into possible grant funding for some of our energy upgrades.

Our staff had a meeting with City staff out at Prairie Green to continue dialogue as to how we might work together on a community garden project. Staff is presently collecting information and putting together a proposal for the City to review. All parties involved are interested in working together on a community garden project. There will need to be access to water and parking at the site.

Staff has been working with our grant consultant to prepare grant applications for Bennett Park Shoreline Restoration, and Peck Farm North Prairie Restoration and reapplying for the Island Park Bridge Grant.

The August board meeting will be held at the Peck Farm Park Orientation Barn at 7 p.m. President VanderVeen will not be present.

All full-time staff will be attending a customer service workshop outlining results, recommendations and introducing a customer service training program for all staff on August 6<sup>th</sup> based on the results from our Service Quality Review.

## STAFF REPORTS

### MANAGER OF PECK FARM PARK INTERPRETIVE CENTER

Manager of Peck Farm Park Trish Burns reported on the status of prairie re-establishment on the Miller/Thompson property. She stated that the field is full of Black Eyed Susan's. The water level has dropped at Peck Lake and the beavers have been removed. Installation of the gate valve structure has begun since the operator's union strike is over. Ms. Burns stated that there has been record attendance at the Butterfly House and Peck Farm House.

### SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gabriel reviewed his report. Mr. Gabriel praised the Park District's full-time and summer staff on doing a great job of keeping up with all projects during this summer season. He stated that staff is busy with replenishing playground safety surfacing and watering new planted trees.

## SUPERINTENDENT OF RECREATION SERVICES

Supt. of Recreation Jay Kelly reviewed his report. He highlighted that the fall brochure will be delivered on July 22<sup>nd</sup>. The Geneva Foxes Firecracker Tournament was held July 2-4 and went very well. The summer camps are going strong with approximately 40 more participants in each session compared to last year. A camp carnival is scheduled for July 23<sup>rd</sup>. Staff is working with the School District for final numbers to process KinderZone registrations. The 3<sup>rd</sup> session of Move It Too Lose It is complete with the winner losing 31.6 pounds which is 11.8% of her body weight. The Sunset Racquetball & Fitness Center and SPRC continue to grow in membership and revenue compared to last year. Mini Golf is slightly down from last year possibly due to the intense hot weather. Sunset Pool attendance is slightly down from last year but the revenue is higher than last year.

## NEW BUSINESS

### ADA ACCESS AUDIT PROPOSAL

John McGovern from Recreation Accessibility Consultants was present to give an overview and answer any questions about the proposal to complete our ADA Access Audit. Mr. McGovern stated that their firm will evaluate all sites and facilities owned or operated by the Park District. Their goal is to ensure that Geneva Park District is compliant with the Illinois Accessibility Code (IAC) and to assist the Park District in its efforts to comply with Title II provisions that require involvement of people with disabilities in the evaluation of Park District sites by working with the District and FVSRA. The firm will submit one printed final comprehensive report and an electronic version three months after start date (beginning in August and completed by November 1). Staff would ask the board for a motion to approve the contract for \$37,782 with alternates one and two for a total of \$39,776 for this project. Alternate #1 consists of conducting an access audit at Harrison Street playground and gymnasium for a cost of \$1,061 and Alternate #2 consists of conducting an access audit at Western Avenue School playground and gymnasium for a cost of \$933. Commissioner Karas made a motion to accept the Recreation Accessibility Consultants, LLC (RAC) contract proposal for \$37,782 with alternates one and two for a total of \$39,776. Commissioner Frankenthal seconded. All ayes. Motion carried.

### SUNSET RACQUETBALL AND FITNESS CENTER ANNUAL REPORT

Facilities Manager Nicole Vickers was present to review her report. Ms. Vickers highlighted on the breakdown of memberships, member & guest usage; racquetball court usage and the finances. The total revenue received for this fiscal year was \$191,061.66 while expenses were \$124,965.31 leaving a net surplus of \$66,096.35. The net surplus is \$40,021.35 over the budgeted profit of \$26,075. She reviewed the following recommendations: Continue marketing efforts to increase memberships; Survey members and track usage for future equipment recommendations; Research different opportunities of utilizing the racquetball courts; Order replacement/additional cardio equipment as needed; Paint walls and refinish floors in racquetball courts annually; Continue annual open house in an effort to recruit more members; Research cost of updating facility and equipment to provide equal level of perceived newness as SPRC; Research feasibility of leasing options for strength and cardio equipment; and Develop a member retention program. Commissioner Lenski made a motion to approve the 2009-2010 Sunset Racquetball & Fitness Center Annual Report and the recommendations for the fiscal year 2010-2011. Commissioner Frankenthal seconded. All ayes. Motion carried.

### STEPHEN D. PERSINGER RECREATION CENTER ANNUAL REPORT

SPRC Facility Manager Dana Hofmann was present to review her report. She highlighted and reviewed memberships, facility finances, guest usage, fitness center usage, birthday parties, open gym, Kidz Korral, fitness center programs and adult athletic leagues. She stated that a total of 1606 annual memberships were sold and the facility averaged approximately 10,000 guests per month. Yearly comparisons are not available as we have not yet been in operation for two full years. The birthday parties at SPRC are very popular with resulting net profit of \$14,378.04. She reviewed the recommendations of Continue marketing efforts to increase memberships with two separate membership drives (fall and winter); Continue to offer health and wellness programs; Survey members and track usage for future equipment recommendations; Order replacement cardio equipment and other equipment as needed; Focus on increasing participation in the Adult Athletic Leagues through surveying current participants and additional marketing efforts; Focus on offering programs geared towards Home School

children to increase day time utilization; Research feasibility of leasing fitness equipment versus purchasing; and Develop a member retention program. Commissioner Karas made a motion to approve the 2009-2010 Stephen D. Persinger Recreation Center Annual Report and the recommendations for the fiscal year 2010-2011. Commissioner Condon seconded. All ayes. Motion carried.

#### SUNSET RACQUETBALL & FITNESS CENTER EQUIPMENT PROPOSAL

Supt. of Recreation Kelly stated we typically replace 2-3 pieces of exercise equipment per year to keep current with the trends of the fitness industry and to keep the equipment in good working order. Staff has provided demos of a few pieces of cardio equipment. They included a Star Trac Stepper; Precor AMT – Stepper/Elliptical and a Lifefitness Stepper. The feedback and usage of the Precor AMT was the highest from both the members and staff. Staff would ask for a motion to approve the purchase of 2 Precor AMT-Stepper/Ellipticals in the amount of \$10,855.00. Mr. Kelly stated that he is researching into leasing fitness equipment versus purchasing. Commissioner Frankenthal made a motion to approve the purchase of 2 Precor AMT 1001-Stepper/Ellipticals for the amount of \$10,855. Commissioner Lenski seconded. All ayes. Motion carried.

#### PROGRAM SURVEYS-FRIENDSHIP STATION PRESCHOOL PROGRAM

Supt. of Recreation Jay Kelly reviewed the results of the Friendship Station Preschool Program evaluations for the spring 2010 season. The results are based on evaluations that were distributed to the 189 participants in the classes in which 40 responded. The results are from questions discussing the instructor's performance, facility conditions and program content. Overall the response was extremely positive with an average of 90% of all responses in the excellent category. The highest results are under the instructor category.

#### OSLAD GRANT RESOLUTION

Director Lambillotte stated that the District is applying for an OSLAD grant to develop Phase "F" at Peck North which will consist of 35 acres of prairie restoration. Staff is asking for approval of the resolution. Commissioner Condon made a motion to approve the resolution authorizing the application of an OSLAD Grant for Peck Farm Park North as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

#### POLICY MANUAL UPDATE

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 - Sunset Racquetball & Fitness Center Operations Manual; Physical Fitness Facility Medical Emergency Plan; Personal Training Manual; SPRC Operations Manual; and Safety Manual. There being no revisions, Commissioner Karas made a motion to approve the Sunset Racquetball & Fitness Center Operations Manual; Physical Fitness Facility Medical Emergency Plan; Personal Training Manual; SPRC Operations Manual; and Safety Manual as presented. Commissioner Frankenthal seconded. All ayes. Motion passed.

#### EXECUTIVE SESSION

None

#### ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:26 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox