

GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES

July 18, 2011

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 Todd Karas, Commissioner John Frankenthal, Commissioner Pat Lenski, and President Susan VanderVeen answered present.

Staff members present were Director Sheavoun Lambillotte, Office Manager Linda Fox, 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: None

HEARING OF GUEST

None

READING OF MINUTES

Vice President Karas made a motion to approve the minutes from the Regular Scheduled Meeting and Public Hearing Meeting of June 20, 2011 as presented. Commissioner Lenski 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

Supt. of Finance & Personnel Christy Powell reviewed the June financial reports. She reported on the possibility of the government not raising the debt ceiling by the August 2<sup>nd</sup> deadline and the implications it may have on the Geneva Park District. The park district has investments with IMET and Harris Bank which are colaterized with US government securities. This may need to be further discussed at the next board meeting depending on the outcome of the US debt ceiling decision. Ms. Powell reported that the revenue and expense reports are all on target. Ms. Powell asked the board if the Capital Fund Budget Report could be eliminated since the information provided in this report was also included in the monthly revenue and expense report. In the past this information, was not included in the monthly revenue & expense report. The board was in favor of eliminating the report since the information was provided in another report. Commissioner Condon made a motion to approve the Treasurer's Report and Supt. of Finance's Report as presented. Commissioner Frankenthal 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

President VanderVeen read a FVSRA resolution from Director Carolyn Nagle recognizing Sheavoun for her dedication as chairman on the FVSRA board for the past two years.

OLD BUSINESS

COMMUNITY GARDEN INTERGOVERNMENTAL AGREEMENT

Director Lambillotte updated the board on the status of this agreement. The IGA between the City of Geneva, the Geneva Park District and the Kane County Forest Preserve District outlines the responsibilities of the three agencies in

developing and maintaining the proposed Community Garden at Prairie Green Preserve. Geneva Park District will develop the site including parking, ingress and egress and will be responsible for the overall operations of the garden as one of their programs. The City of Geneva will annex the land in order to bring water to the site and will maintain the underground lines. The Kane County Forest Preserve District will license the land to the Geneva Park District and City of Geneva for use. Once the agreement is approved by all three entities and their respective boards, Geneva Park District staff will go out for bid on their project of installation of an aggregate access drive, parking area, site drive and garden plots. Geneva Park District is planning to begin construction of the site in late August with an anticipated spring 2012 completion. Director Lambillotte stated these garden plots measure 20' by 30' and the Park District plans are to have approximately 150 plots available for lease. Manager of Peck Farm Park Burns stated that in the future we could approximately fit 200-250 garden plots on the site. Commissioner Lenski made a motion for approval of the Community Garden Intergovernmental Agreement as presented. Vice President Karas seconded. All ayes. Motion carried.

#### COMMUNICATIONS

Director Lambillotte reported that she and Supt. of Parks Gabriel have been working with City staff on details of an easement agreement for a water line through Wheeler Park. This waterline that is being proposed from the City is located on the western and northern end of Wheeler Park. Once this easement agreement is finalized it will be presented at a future board meeting for approval.

Construction on the Sterling Manor Park project is scheduled to start this month and should take 6 weeks to complete.

The Community Center Renovation Project is well underway and on schedule. The Sunset Racquetball and Fitness Center will be closed for 3 weeks, but we are offering members the opportunity to work out at SPRC during that time as well as extending current memberships for 2 months free as a thank you for sticking with us through construction.

Director Lambillotte stated that the District is still waiting for permit approval to move forward with the Bennett Park shoreline stabilization. All necessary permits have been submitted and staff is waiting for the Army Core permit approval. If project does not start this fall, Director Lambillotte stated that the District should consider holding off on construction and reapply for the EPA grant.

An OSLAD grant application for the nature playground at Peck Farm Park has been submitted and staff anticipates news of the grant awards early next year.

Staff continues to work on and has had a workshop on the Park District's cost of service/pricing study.

Staff has developed a new brochure outlining offerings at Peck Farm Park along with a trail map.

Greener Engineering Company meetings have been successful and we have gained some ground in getting the HVAC issues at SPRC resolved.

The Geneva Park District's PDRMA review is well under way and staff anticipates successful completion in late fall.

The next Park District Foundation meeting is scheduled for July 21<sup>st</sup>, 2011 at 7:00 p.m.

Director Lambillotte stated that the August board meeting will be held at Peck Farm Park.

#### STAFF REPORTS

##### MANAGER OF PECK FARM PARK INTERPRETIVE CENTER

Manager of Peck Farm Park Trish Burns reviewed her report. She stated that the Peck Farm Park Trail was re-opened on June 30 after reassessing the coyote situation. A Youth Conservation Corp Grant has been submitted for 6 youth corp employees for a total amount of \$15,300. Staff is waiting to hear back about the grant award. We will have another season of Black-Eyed-Susan's on the Miller/Thompson property. Visitation and rentals at Peck Farm Park have increased this season. The total visitation at the butterfly house for June, 2011 was 4,833 which is the largest monthly attendance.

## SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gabriel reviewed his report. Mr. Gabriel highlighted on some trees getting damaged from the July 11<sup>th</sup> storm. He stated the disc golf project is complete and quite a number of people have been playing the course. A seasonal employee, Laura Kudabeck has been hired as the Geneva Park District's Horticulturist and this adjustment has been working out very well. Interviews are being held for the Peck Farm Park Foreman. Staff hopes to hire someone by first of August. Mr. Gabriel highlighted on a few activities that park staff has assisted with such as the baseball/softball tournament held on July 4<sup>th</sup> weekend, concerts, neighborhood cookouts, Swedish Days and concerts.

## SUPERINTENDENT OF RECREATION SERVICES

Supt. of Recreation Jay Kelly was absent and Director Lambillotte reviewed his report. The first annual luau went very well with 300 people participating. The Kids Zone 6<sup>th</sup> grade program, named The Zone does not have enough registrants to make the minimum so this may get cancelled. We have 11 registered but need 15. SRFC and SPRC monthly reports were available for review.

## NEW BUSINESS

### 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 finances. The number of memberships was down 2% from last year and usage also shows a slight decrease. The total revenue received for this fiscal year was \$190,419.50 while expenses were \$140,586.68 leaving a net surplus of \$49,832.82. The net surplus is \$33,457.82 over the budgeted profit of \$16,375.00. Ms. Vickers stated that the increase in expenses is in direct relation to Sunset taking over more office operations (salaries, clothing, office supplies, etc.); in addition, cable television fees became a new unexpected expense. She reviewed the following recommendations: Continue marketing efforts to increase memberships; Survey members and track usage for future equipment recommendations; Replace strength equipment in conjunction with the renovation; Paint walls and refinish floors in racquetball courts annually; Host a "Renovation Celebration" in an effort to recruit new members; Update cardio equipment annually as needed; Implement new information folders to all new members and a proposal of a 5% membership fee increase.

Director Lambillotte reported that the racquetball court usage is declining and discussed the possibility of utilizing one of the courts for a program room or stretching. Discussion was held on court usage and the possibilities. Board is agreeable for staff to further research. She stated that the SRFC membership fees have not been increased since 2008. Typically we raised them every other year. If the District does a price increase, staff would recommend the increase to start in January or hold the increase until next year's report time. Board was agreeable to implement the proposed increase in September, 2012. The board motion to approve the report is noted in the next section for the Stephen D. Persinger Recreation Center Annual Report.

### 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 1671 annual memberships have been sold accounting for 3999 members which is an increase from last year. The total revenue SPRC received during the 2010-2011 fiscal year was \$784,304.31 with expenses of \$538,528.89 leaving a net surplus of \$245,775.42. The Kidz Korral nursery attendance and the open gym attendance increased from last year as well. The actual birthday parties held at SPRC were down approximately 20 parties from last year but the net revenue was up. The net profit of building rental fees was down slightly from the previous year mostly due to the loss of the club volleyball rental. Unfortunately, the healthy snack vending machine was not utilized enough to be profitable. She reviewed the following recommendations: Continue marketing efforts to increase memberships with two separate membership drives (fall and winter); Continue to offer health and wellness programs for adults and teens; 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; Develop a member retention program: incorporating New Member Welcome folders proving new members with information about the fitness center including: welcome letter, hours and amenities, personal training and rules and

regulations; continuing week long member appreciation week; as funds allow adding 2-3 additional member appreciation incentives and proposing a 5% membership fee increase.

Commissioner Frankenthal made a motion to approve the 2010-2011 Sunset Racquetball & Fitness Center and the Stephen D. Persinger Recreation Center Annual Report as presented and the recommendations for the fiscal year of 2011-2012 with the exception of not raising the annual membership fees at this time. Commissioner Lenski seconded. All ayes. Motion carried.

#### PROGRAM SURVEYS-FRIENDSHIP STATION PRESCHOOL PROGRAM

Director Lambillotte reviewed the results of the Friendship Station Preschool Program evaluations for the spring 2011 season. The results are based on evaluations that were distributed to the 182 participants in the classes in which 44 responded, a 24% return rate. The results are from questions discussing the instructor's performance, facility conditions and program content. Overall the response was extremely positive with an average Top Box score of 98%. The Preschool Program will be undergoing some curriculum changes in conjunction with the School District along with adding a short progress report in the 3 year old program similar to the 4 year old program to increase communication.

#### HARRISON STREET TENNIS COURT BIDS

Supt. of Parks Gabriel stated that the tennis courts at Harrison Street School were evaluated for repairs and it was determined that it would be better to resurface the two courts rather than continue to fill and repair numerous cracks throughout the surface. This project is scheduled for six weeks and will be completed by the time school is in session. Evans and Son Blacktop, Inc was the only bid received. The Park District had the Wheeler Park tennis courts resurfaced by Evans and Son Blacktop four years ago and these courts have not had a single structure failure. Commissioner Frankenthal made a motion to accept the bid from Evans and Son Blacktop for the resurfacing of the Harrison Street School tennis courts in the amount of \$42,242.60. Commissioner Lenski seconded. All ayes. Motion carried.

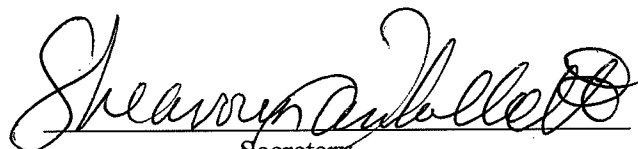
#### EXECUTIVE SESSION

At 8:34 p.m. Commissioner Condon made a motion to go into executive session for the purpose of land acquisition and personnel, after a three minute break. Commissioner Lenski seconded. All ayes. Motion carried.

The meeting went back into regular open session at 9:27 p.m. Vice President Karas made a motion to award the Executive Director, Sheavoun Lambillotte, with a 3% annual increase effective May 1, 2011, which is in line with the merit pool range for employee annual increases, and to move towards a two year employment contract in October of 2011. Commissioner Lenski seconded. All ayes. Motion carried.

#### ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 9:27 p.m. Commissioner Frankenthal seconded. All ayes. Motion carried.

  
Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox