

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
August 17<sup>th</sup>, 2009  
7:00 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:14 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Peggy Condon, Commissioner John Frankenthal and President Susan VanderVeen answered present. Pat Lenski arrived at 7:53 p.m. Commissioner Todd Karas was absent.

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 Interpretative Center Trish Burns, and Recreation Supervisor Stacey Fedyski.

Guest: Chris Pakan, Geneva resident; Julie Weals, GPD Horticulturist and a Geneva Resident.

No press present.

HEARING OF GUESTS

None.

READING OF MINUTES

Commissioner Condon made a motion to approve the minutes from the Regular Scheduled Meeting of July 20th, 2009 as presented. Commissioner Frankenthal 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 Powell reviewed the July Financial reports. The Investment Report for the month of July showed interest earnings of 1.59% which is what we earned last month. She advised that we are 25% through the budget year and Revenues and Expenses are right on target.

Ms. Powell stated that our Accountant Frank VanAelst will be present at the September board meeting to review the Park District's audit report.

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

APPROVAL OF THE AGENDA

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

## CORRESPONDENCE

Director Lambillotte passed around a two page article in the Daily Herald on a great publicity piece regarding Peck Farm Park.

## OLD BUSINESS

### PECK FARM PARK PROJECT UPDATE

Director Lambillotte advised that the back porch has been completed with just the railings left to be painted. The amphitheatre is complete except for the final additional capping and the additional plantings to be done in-house. Supt. of Parks Gabriel stated that staff plans to have the plantings installed by August 29<sup>th</sup>.

### STEPHEN PERSINGER RECREATION CENTER UPDATE

Director Lambillotte advised that we are coming up on our one year anniversary since opening SPRC in September 2008. Our final walk through will be next week. Additional wall pads will be installed in the gym to alleviate the problem of denting the metal wall panels. We will also be replacing grout in the locker rooms, adding additional tile around the steam rooms, refinishing the gym floor and deep cleaning and painting throughout the building. We have staggered the dates of the annual cleaning at both fitness centers so that members will always have at least one location at which to work out.

## COMMUNICATIONS

Director Lambillotte advised that she and Larry Gabriel had meetings with the two soccer affiliates and our football affiliate regarding plans for the fall seasons, as well as to formally introduce herself to the heads of those organizations. The meetings went well and we are set to work cooperatively with these organizations for the fall season.

The Island Park North Bridge project continues to move forward very slowly. Supt. of Parks Gabriel and Director Lambillotte met with Mark Wylie from the Farnsworth Group, to review the status of the project. Project approval is pending from IDOT until we submit the review of public comment regarding the project. We will accept public comment on the project through August 28<sup>th</sup> and will forward that information to IDOT. Mark Wylie will attend the September board meeting to update the board and staff on the status of the project and provide an updated timeline of possible construction.

The Park District is having the Grand Opening of George's Circle, our new amphitheatre at Peck Farm Park on Saturday August 29<sup>th</sup>.

The Autumn Fair Park Foundation fundraiser will be held on September 26<sup>th</sup> from 11am-3pm. We invite all board members and their families to support the efforts of our park foundation.

We are in the process of updating information in preparation of our 2010 Distinguished Agency Review and will require board approval on any policy manual updates.

The next Geneva Park District Foundation Meeting will be held on Tuesday, September 15<sup>th</sup> at 7:00 pm.

## FUTURE MEETINGS

Regular Scheduled Meeting

September 21<sup>st</sup>

7:00 p.m.

## **STAFF REPORTS**

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

Supt. of Parks & Properties Gabriel reviewed his report with the board. He advised the Folk Festival will be September 6<sup>th</sup> and 7<sup>th</sup> and complimented Julie Weals, Horticulturalist, on the pool flower beds. The Bennett Park Shoreline project will be on hold until spring 2011 in order to apply for a grant.

Mr. Gabriel advised that Pat Jaeger from the Geneva Township was approached by an Eagle Scout group wanting to build a bocce ball court behind the township center. Due to electric lines, they need to build on part of park district property. Permission was granted and the Park District is listed as additional insured. We will be able to use it for our programs as well.

### **SUPERINTENDENT OF LEISURE SERVICES**

Supt. of Recreation Jay Kelly was absent. He became a father of twins – a boy and girl on Friday, August 14<sup>th</sup>. Director Lambillotte reviewed his report with the board.

Fall Program Registration was on August 11<sup>th</sup> and we continue to see a slight increase from 2008 to 2009, but as expected we are leveling off. On-line registration continues to grow to 53% and drop off/mail in registration is at 47%.

Fall Programs begin just after Labor Day and camps are winding down for the summer. We had 150-200 participants registered per session. Stacey Fedyski took over these programs this summer and implemented great ideas in the camp program as well as training camp counselors. Staffing is almost complete for the Before & After School Program. We have approximately 230 participants this year which is up 64 from last year. We have doubled our sites but we anticipated that we wouldn't double our numbers. We are at approximately 30 per school as opposed to a couple of schools at 50-60 kids.

The Preschool program is full with 193 participants.

The Concerts in the Park went well. We did have one rain out, but others had really strong attendance and we also had great sponsorship through Harris Bank. Sponsorship has been very difficult during these times, but Harris Bank did sponsor Concerts in the Park and also provided another \$2,500 for our fall special events.

Girl's softball is winding down. Geneva Baseball's fall league began in August.

SPRC has been very busy all summer. The fitness centers will be closed for two weeks. The Community Center will be the week of August 31<sup>st</sup> and SPRC will be closed the week of August 24<sup>th</sup>.

Ms. Lambillotte advised that the Sunset Pool did not have a good season this year due to rain and cold weather, but Mini Golf did well. Facility surveys for the pool, mini golf and both of our fitness centers are being collected right now. We have used our on-line survey program with really great results and have gotten a higher response rate.

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

Manager of Natural Areas & Interpretation Trish Burns reviewed her report. She advised there will be a storyteller at the opening of George's Circle at 7:00 pm on 8/29. The Butterfly House had the strongest July in the last five years. She advised that the camp season is now over for the year.

## **NEW BUSINESS**

### **BEFORE AND AFTER SCHOOL PROGRAM REPORT**

Stacey Fedyski, Recreation Supervisor reviewed the Before and After School Program Annual Report as well as recommendations for the future. We had begun the year with 80 kids and had anticipated based on needs assessment, ended the year with 166 kids. The morning program tends to be smaller because Geneva schools start earlier. Director Lambillotte stated that the school district has moved the start time up even earlier this year, so we will have to watch the morning program carefully so see what the viability of the morning before school program is for the future. There were 3 sites this past year for the 5 elementary schools in Geneva. Williamsburg and Western were combined as well as Mill Creek and Heartland but with the addition of Fabyan this coming year we are expanding to 6 sites, thus eliminating the need for transportation that the school district was supplying. Enrollment continues to increase over last year and as of today we have 245 kids in the program. She advised that Williamsburg was the biggest site last year, but this year Harrison has become the largest site.

Recreation Supervisor Fedyski reviewed the financial figures for the program. The capital expenses this past year were \$8,000 and we are at approximately \$7,000 for this year because we are starting up 3 additional sites just like we did last year. We are keeping our ratio at 10 kids to 1 instructor and have hired 3 Site Coordinators this year. We had a small increase in the fees of the program due to the costs of using the schools, but kept it to a minimal increase. Ms. Fedyski pointed out that she is on the Illinois Parks & Recreation School Age Committee. Her research shows that the majority of other park districts who have after school programs and contracts with the schools do not have to pay the schools any money for holding their programs at the schools. We are by far the highest paying park district with the \$1.50 per day/per child that we are paying to the school district. She hopes to work with the school district cooperatively to help them see that this program is benefiting the students that they are serving as well, which is how the other school districts see this program.

Ms. Lambillotte added that our goal is to cover all the school costs so that we are not operating at a loss. We just want to make sure that the cost per child is direct operating costs for our participants being in the school and not costs that the schools are going to incur whether we are there or not. We are still negotiating with the schools on this point.

Commissioner Frankenthal asked how the School District came up with a price which comes out to \$367.50/day (\$1.50 x 245 kids a day). Ms. Lambillotte advised that we have not been able to get a specific formula from them yet. We do have this information for Western, Harrison and Preschool because we also share costs for these facilities since we share the gym. At the preschool we have an intergovernmental agreement to share those costs. We have a formula since we get their entire bill divided by square footage divided by the number of hours we use the space. We have asked for this information and will advise that we need this information before we negotiate next year's fees in early to mid fall.

Commissioner Condon offered to help in any way with the negotiations. Director Lambillotte advised that she plans to talk with Supt. of Schools, Kent Mutchler, to review this program as far as costs, etc. and thanked Commissioner Condon for her offer.

Ms. Fedyski advised that the report also includes the final evaluation which shows how parents feel about the program as far as program quality, what we could improve on, etc. The survey showed that the parents felt that we are meeting their expectations of the program and they wanted the program at each of the schools. The program feedback shows that we are serving a

great need in the community but there is also a need for a kindergarten program. Staff would like to include this in the 2010-2011 year. Ms. Lambillotte advised that we do have space concerns and if the kindergarten program was held at our site, we would only be able to accommodate 25 kids. She will be discussing this with the school district also.

Ms. Fedyski said that she has had requests to start a middle school program. What she would like to do is start a Leaders In Training Program that has worked well in other park districts. This program would go along with our camp program and our after school program. This program would be put together so the kids could work on their leadership skills and work with the kids in the Kids' Zone program. They would have weekly goals that would be evaluated by a coordinator or whoever is in charge of the program. If both of these programs go, we might have to look at hiring a full time Coordinator.

Commissioner Frankenthal made a motion to accept the 2008/2009 Kid's Zone – Before & After School Program Annual Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

#### AUDIT TRANSFER RESOLUTION #2009-11

This is done annually to transfer surplus of revenue over expenditures in the fiscal year. Supt. of Finance & Personnel Powell reviewed the last page of the resolution which detailed the capital accounts that would receive surplus funds.

Last year we transferred \$700,000 and this year we plan on transferring \$650,000. We would like to use the extra \$50,000 to build on some of our fund balances in the General fund and the Recreation fund. The general rule of thumb is that we should have a 20% fund balance of annual expenditures to fund balance in case of emergencies. If we were to do this we would increase fund balance to 14.4% in the General fund and 17.45% in the Recreation fund.

Ms. Powell also pointed out that we are recommending transferring \$50,000 into the IMRF versus \$30,000 last year. This will pay off our 5 year ERI (Early Retirement Incentive) without having to finance it and it is at 7.5% interest so we would save \$70,000.

Commissioner Condon made a motion to approve Resolution #2009-11 for the Audit Transfer. Commissioner Frankenthal seconded. Roll call vote taken: Condon – aye, Frankenthal – aye, Karas – absent, Lenski - aye, VanderVeen – aye. 4 ayes, 1 absent. Motion carried.

#### WHEELER PARK MAINTENANCE FACILITY ADDITION BIDS

Supt. of Parks & Properties Larry Gabriel advised that approximately 30 bid packages were picked up, we received 19 bids and our proposed budget was \$350,000. The existing facility is very old and we have been advised from the Fire Department that we need to update all buildings to contain sprinkler systems within a 2 year deadline. For that reason we included the sprinkler system in the bid package documents. The estimate for this is \$100,000.

Driessen came in with a bid of \$317,500.00 not including alternates. Mr. Gabriel recommended alternate #2 of \$770 for laminated glass on the new addition which would be more resistant to vandalism. He also advised that one thing that was not included and we will need to spend is \$7,500 through the City of Geneva for electrical upgrades.

Commissioner Condon made a motion to accept the bid for Wheeler Park Maintenance Facility Addition from Driessen Construction in the total amount of \$318,270 which includes the base bid of \$317,500 and Alternate #2 for a cost of \$770. Commissioner Frankenthal seconded. All

ayes. Motion carried.

#### PROGRAM SURVEYS – PECK FARM SUMMER CAMPS

Manager of Natural Areas & Interpretation Trish Burns reviewed the survey results for the Peck Farm Park summer Camp Coyote program for 4 through 9 year olds. We had 2 sessions every day – a morning and afternoon session and had a total of 561 participants. We handed out surveys to every parent and received 119 surveys back which is up from 55 returned surveys last year. We received an overall above average rating from the parents of the entire camp. Most families heard about our camps from the brochure and we received very positive remarks about the camp counselors, with Mike and Ellie being standouts as counselors. Recommended changes for next year would be to include a clear statement about proper foot wear for camps and having a weekly schedule of activities to hand out to the parents.

#### DISTINGUISHED AGENCY POLICY MANUAL UPDATE – FINANCIAL PROCEDURES POLICY MANUAL

Director Lambillotte advised that we are preparing for the Distinguished Agency Review and need to update all of our manuals. Supt. of Finance & Personnel Powell reviewed the few changes that were made to this policy.

Commissioner Lenski made a motion to approve the Financial Procedures Policy Manual as presented. Commissioner Frankenthal seconded. All ayes. Motion carried.

#### PETERSON PROPERTY BARN REMOVAL

We have received a quote from Dan Otto to dismantle and store the remains of the Peterson Barn. This quote came in at \$18,500 and includes taking apart the barn, photos, numbering and labeling of all pieces, a scale model of the barn, and help with a future barn raising should we choose to rebuild it in an alternate location. Staff is interested in researching the cost and feasibility of a historic barn raising using the remains of this barn.

After a brief discussion the board is requesting staff to research how much lumber can be salvaged.

#### EXECUTIVE SESSION

None.

#### ADJOURN

Commissioner Frankenthal made a motion to adjourn the meeting at 8:45 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Respectively submitted,  
Linda Fox/Dawn Flesvig