

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
September 21, 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 Peggy Condon, Commissioner Pat Lenski and President Susan VanderVeen answered present. Commissioner John Frankenthal and Commissioner Todd Karas were absent.

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, and Manager of Peck Farm Park Interpretive Center Trish Burns.

Guest: Frank VanAelst, GPD Accountant; Mark Wylie, Farnsworth Group and son, David Wylie; Steve and Sheila Persinger; Maureen and Jim Gabriel; GPD Staff members - Ken Kerfoot, Beth Keen, Phil Cooper and Julie Weals.

No press present.

HEARING OF GUESTS

Supt. of Parks & Properties Larry Gabriel was recognized for his 30 years of service to the Geneva Park District. Mr. Gabriel was presented a brass plaque and an oak tree will be planted in a park he chooses in honor of his dedicated 30 years of service to the Geneva Park District.

READING OF MINUTES

Commissioner Condon made a motion to approve the minutes from the Regular Scheduled Meeting of August 17th, 2009 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Condon made a motion to approve the claims and accounts and addenda as presented. Commissioner Lenski seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the August Financial reports. The Investment Report for the month of August showed interest earnings of 1.55% which has decreased from last month earnings of 1.59%. She advised that we are one third through the budget year and Revenues and Expenses are right on target.

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

APPROVAL OF THE AGENDA

A request was made to move Frank VanAelst – Audit Report after correspondence. Commissioner Condon made a motion to approve the agenda with the movement of the Audit Report after correspondence. Commissioner Lenski seconded. All ayes. Motion carried.

CORRESPONDENCE

Director Lambillotte shared with the board an article in the Parks & Rec Business magazine that featured SPRC and a collection of columns that were written in the eGeneva Magazine by the Park District's past and present Marketing & Public Relations Supervisors.

OLD BUSINESS

AUDIT FY 2008-09

Frank VanAelst, Auditor for the Geneva Park District, was present to review and answer any questions regarding the audit. Mr. VanAelst gave an overall summary and explained the revenue and expenses for the district's financial statements for the year ending April 30, 2009. The report on page 69 of the audit report shows the revenues by source for the last ten years. The park district is growing and everything looks good.

Commissioner Condon made a motion to approve the Comprehensive Annual Financial Report for the year ended April 30, 2009 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

ISLAND PARK BRIDGE UPDATE (Mark Wylie, Farnsworth Group)

Mark Wylie was present to review the process status on the construction of the Island Park Bridge on the Fox River Trail. The following is Mr. Wylie's brief statement on the timeline of events that have occurred to date.

- December 2004 – Meeting with Larry Gabriel to discuss project.
- February 2005 – Started feasibility study of bridge.
- June 2005 – Determination of replacement for the Island Park North Bridge
- July 2005 – Applied for ITEP project funding for the amount of \$1,443,000.
- June 2006 – Received notice of grant funding for beginning Phase I Engineering.
- March 2007 – Obtained notice to proceed for Phase I Engineering.
- May 2007 – 1st meeting with the Geneva Historic Preservation Commission (HPC).
- July 2007 – Public hearing held.
- September 2007 – Presented proposed bridge options at Geneva Park District meeting.
- September 2007 – 2nd meeting with the Geneva HPC; several bridge options and deck widths presented.
- November 2007 – 3rd meeting with the Geneva HPC; 10'-0" bridge deck width with pedestrian overlooks approved.
- November 2007 – Environmental / Cultural Survey Requests submitted to IDOT.
- January 2008 – Meeting with Larry Gabriel, Jill Bridges & Laura Ross-Stuart of the Geneva Park District to discuss future project funding.
- April 2008 – Bimonthly Coordination Meeting with IDOT; issue arises with proposed trail and bridge width.
- May 2008 – Submitted application for ITEP funding.
- January 2009 – Letter sent by Geneva HPC to IDOT justifying the reduced 10' trail & bridge width.
- June 2009 – Received request from IDOT to complete 106/4(f) Report.
- August 2009 – 106/4(f) Report submitted to IDOT.

PETERSON BARN UPDATE

Supt. of Parks & Properties Gabriel reviewed the additional information the board requested at last month's board meeting in regards to what was included in the quote of \$18,500 from Dan Otto. Mr. Gabriel stated that the percent of salvageable material is 75-85%; the wood on the siding and beams are red or white pine, possibly from Wisconsin and it will take approximately 2-3 weeks to dismantle the barn and place the marked material in storage shed. Commissioner Lenski inquired about the future plans of the barn material. Director Lambillotte stated at this time the park district does not have a definite plan. Commissioner Condon requested to have documentation and professional pictures for archives. The barn was built somewhere between 1893-1897. Commissioner Lenski made a motion to table the discussion until the next meeting when the other two board members are present. Commissioner Condon abstained from the motion. Motion not carried.

RESOLUTION #2009-12 Authorizing Participation in Tax Appeal–Shoppes at Geneva Commons

Ms. Lambillotte stated, as previously discussed, we have entered into another intergovernmental agreement to defend future real estate tax appeals for properties wanting to decrease their equalized assessed value by \$200,000 or more. Sports Authority was the first case. Now we have the Shoppes in Geneva Commons. We will be co-defending with the school district, city and library district. Commissioner Condon made a motion to approve Resolution #2009-12 authorizing participation in a tax appeal challenge pursuant to the intergovernmental agreement. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

The Park District has been contacted by Dick Lewis, a Geneva History Center Board Member, regarding the opportunity for him to address the Geneva Park District Board on behalf of the Geneva History Center. This presentation is intended to create better public awareness about the Geneva History Center and the value it brings to the community. They hope it also serves their need to introduce the concept of public financing in addition to garnering better publicity for other fundraising programs they currently have in place. He will be making his presentation at the October board meeting. The Park District's Marketing/Public Relations Supervisor Wicks is attending the City Council meeting to observe the presentation of the Geneva History Center.

Director Lambillotte stated that the President's message written by Chuck Emma in April will be included in the winter program brochure.

We have received the final engineering report for the updates to the Sunset Pool as required by the Federal Virginia Graeme Baker Pool and Spa Safety Act legislation. It appears from this initial report that we may be required to do additional work in the amount of \$40,000 to bring the pool to compliance. We are in the process of gathering additional information from other architects, engineers and pool operators before we move forward.

Director Lambillotte stated she attended a meeting with the Kane County Forest Preserve District to introduce herself and discuss any cooperative projects between our organizations.

Director Lambillotte stated she attended a new director training with Brett Davis of PDRMA to go over the details of Geneva Park District's involvement with the Park District Risk Management Agency. This agency handles the liability, risk management, unemployment compensation and health insurance for our district.

The Geneva Park District Foundation Autumn Fair fundraising event will be held on September 26th from 11am-3pm.

FUTURE MEETINGS

Regular Scheduled Meeting	October 19th	7:00 p.m.	GCC
GPD Foundation Meeting	October 20 th	7:00 p.m.	GCC

STAFF REPORTS

MANAGER OF THE PECK FARM PARK INTERPRETIVE CENTER

Manager of the Peck Farm Park Interpretive Center Trish Burns reviewed her report. Ms. Burns stated that she has had volunteers collect over 35 lbs. of seeds. The Butterfly House is only open on weekends until the end of the month. The George's Circle Grand Opening Event was quite successful with approximately 120 people in attendance.

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Gabriel reviewed his report with the board. Park staff is busy closing facilities such as Moore Sprayground and Sunset Pool. The Wheeler Maintenance facility project has started. We now have two security staff members. Gregg Perkins is joined by David Flores. Each person works four ten hour days per week, with Wednesday being a day of overlap.

SUPERINTENDENT OF LEISURE SERVICES

Supt. of Recreation Jay Kelly reviewed his report. Fall registration classes began the week of September 7th. Online registration continues to grow – almost 50% online. Cleaning of both facilities went very smooth. Staff will continue to market programs and events at the train station. The pool concession contract was explained to Commissioner Lenski.

NEW BUSINESS

ENVIRONMENTAL POLICY PROPOSAL

Staff has been working on an updated environmental policy for the district. Presently, we have an environmental mission statement and environmental principles outlined as part of our Board Policy Manual. It is our goal to expand upon our existing policy and create a more substantial working document. Our plan is to incorporate the new mission statement and best practices into our annual short and long range plan. We will update the environmental mission statement and principles listed in the board manual to mirror our new environmental policy when we bring that manual forward for updating and board approval. Commissioner Lenski made a motion to accept the Environmental Policy as presented. Commissioner Condon seconded. All ayes. Motion carried.

LEISURE VISION – COMMUNITY SURVEY PROPOSAL

Director Lambillotte stated that last September staff had brought a proposal to the board to work with Leisure Vision to prepare and complete a community needs assessment for the district. We decided to wait one year before moving forward with the assessment. We have revisited the proposal with Ron Vvine from Leisure Vision and would like to move forward with the survey at this time. The cost of the project is dependent upon the number of residents surveyed from \$25,000-\$31,000. The Park District has conducted a needs assessment survey every five years to 1) identify unmet community needs and priorities and 2) plan for development to meet performance measurements. Director Lambillotte explained the difference between the three options. Staff is recommending approval of Option 2 which includes 1,000 surveys collected and processed. Commissioner Lenski made a motion to accept Option 2 with Leisure Vision not to exceed \$30,000. Commissioner Condon seconded. All ayes. Motion carried.

JOB DESCRIPTIONS / DISTINGUISHED AGENCY POLICY MANUAL UPDATE

Staff will be submitting updates of our manuals each month for board review and approval as part of our preparation for Distinguished Agency. The job descriptions were reviewed and updated by staff. The changes that were made are to meet the standards of each job title. Commissioner Condon made a motion to accept the new job descriptions as presented. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

None.

ADJOURN

Commissioner Condon made a motion to adjourn the meeting at 9:22 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Linda Fox