CALL TO ORDER
President VanderVeen called the meeting to order at 7:06 p.m.

ROLL CALL
President VanderVeen called for the roll. Vice President Peggy Condon, Commissioner Pat Lenski Commissioner Jay Moffat and President Susan VanderVeen answered present. Commissioner John Frankenthal was absent.

Staff members present were Director Sheavoun Lambillotte, Supt. of Parks & Properties Larry Gabriel, Office Manager Linda Fox, Supt. of Recreation Nicole Vickers, Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Trish Burns and Director of Marketing & Public Relations Traci Wicks.

Press: None

Guest: Lance Tawzer, Exhibit Designer of AngryPop Exhibit Services

HEARING OF GUESTS
None.

READING OF MINUTES
Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of January 20, 2014 as presented. Vice President Condon seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS
Commissioner Moffat made a motion to approve the claims and accounts as presented. Commissioner Lenski seconded. All ayes. Motion carried.

TREASURER’S REPORT AND SUPERINTENDENT OF FINANCE REPORT
Superintendent of Finance & Personnel Christy Powell reviewed the January financial reports. Ms. Powell stated the Consumer Price Index (CPI) for the 2013 calendar year was released at 1.5%. The prior year’s CPI was 1.7%. This rate will be used to determine the growth in our 2014 tax levy (excluding un-capped first year new construction growth), which is received in budget year 2015-2016. Ms. Powell updated the board on the S2006 General Obligation Refunding Bond status she received from Speer Financial. Commissioner Moffat 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
Director Lambillotte requested to move the Peck Farm Park Exhibit Design Contract to be the first agenda item under Old Business. Commissioner Moffat made a motion to approve the agenda with Director’s request. Commissioner Lenski seconded. All ayes. Motion carried.

CORRESPONDENCE
President VanderVeen read a letter from a family who donated $20 towards the butterfly house in memory of a friend’s mother who enjoyed Peck Farm Park.

OLD BUSINESS
PECK FARM PARK EXHIBIT DESIGN CONTRACT
Peck Farm Park Manager Trish Burns and Director Lambillotte previously interviewed three design exhibitors and requested proposals for new exhibits in the History and Orientation Room at the Peck House. After reviewing the proposals, Ms. Burns would like to recommend Lance Tawzer, owner of the Geneva-based
AngryPop Exhibit Services. Mr. Tawzer was present at the meeting to review his proposal in detail including the design, media development, graphics production, exhibit elements, fabrication and installation. His scope of work will include concept and exhibit design drawings for client approval; timely design production adhering to specifications and within budget; 3D exhibit elements; graphic panels; a mini video documentary and iPad interactive elements. Staff received positive responses from his references. Vice President Condon made a motion to approve the proposed contract from Lance Tawzer of AngryPop Exhibit Services to complete the History and Orientation Room exhibit work for a sum not to exceed $50,000. Commissioner Lenski seconded. All ayes. Motion carried.

2013 MASTER PLAN FINAL APPROVAL
Director Lambillotte stated that due to the poor weather conditions, the final bound document of the 2013 Master Plan was not delivered in time to review at the meeting. Staff will have the final document on the agenda for the March Board meeting.

SRFC NURSERY CLOSING
Supt. of Recreation Vickers reviewed her memo on the staff recommendation to close the nursery at Sunset Community Center as of May 30, 2014. The financial loss continues to outweigh the necessity of offering this amenity at Sunset Community Center. The public has been aware of the recommendation and staff has not received any negative feedback. Staff is considering alternate uses for the space, which include an overflow site for Kids Zone, additional program room, birthday party site, etc. Commissioner Lenski made a motion to approve SRFC nursery closing and consolidate those services to the indoor playground/nursery at SPRC. Commissioner Moffat seconded. All ayes. Motion carried.

TAX ABATEMENT ORDINANCES
Supt. of Personnel & Finance Powell stated that the tax levy associated with the Alternative Revenue Bonds must be abated annually. The tax levies for Series 2012A, 2006 and 2010 must be abated annually as these bonds are paid from the General and Recreation Funds. Abatement ordinances must be filed with Kane County by March 1.

TAX ABATEMENT ORDINANCE #2014-01 (Series 2012A)
Commissioner Moffat made the motion to approve the Tax Abatement Ordinance #2014-01 for Series 2012A Bond Issue. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-absent, Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes were recorded. Motion carried.

TAX ABATEMENT ORDINANCE #2014-02 (Series 2006)
Commissioner Lenski made the motion to approve the Tax Abatement Ordinance #2014-02 for Series 2006 Bond Issue. Commissioner Moffat seconded. Roll call vote was taken. Condon-aye, Frankenthal-absent Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes were recorded. Motion carried.

TAX ABATEMENT ORDINANCE #2014-03 (Series 2010)
Vice President Condon made a motion to approve the Tax Abatement Ordinance #2014-03 for Series 2010 Bond Issue. Commissioner Lenski seconded. Roll call vote was taken. Condon-aye, Frankenthal-absent Lenski-aye, Moffat-aye, VanderVeen-aye. All ayes were recorded. Motion carried.

MEADOWS & WASHBURN PARK RENOVATION BID RESULTS
Supt. of Parks Gabriel reviewed his memo on the Meadows and Washburn Park Playground Renovation bid results and recommendations provided by the Upland Design Ltd. Upland Design Ltd. has checked references on E. Hoffman Inc. and received positive feedback. Commissioner Moffat made a motion to approve E. Hoffman Inc. as the qualified low bidder, including both alternates for the total amount of $93,356.38 to perform the Meadows and Washburn Park renovations. Vice President Condon seconded. All ayes. Motion carried.

EAGLE BROOK PARK RENOVATION BID RESULTS
Supt. of Parks Gabriel reviewed the bid results and recommendation memo provided by Brusseau Design Group for the Eagle Brook Park renovation. Although Fuerte was the low bid with alternates they were disqualified due to deficiencies associated with Fargo Park and Lions Park renovation projects completed last year.
Therefore, the contract was awarded to the next lowest qualified bidder E. Hoffman Inc. Brusseau Design Group has worked with E. Hoffman Inc. on past projects and references have provided positive feedback. Staff proposes the recommendation to approve E. Hoffman Inc. for the playground replacement project at Eagle Brook Park. Commissioner Lenski made a motion to approve E. Hoffman Inc. including alternates A and B, for the total amount of $68,110.00 to perform the Eagle Brook Park renovations. Commissioner Moffat seconded. All ayes. Motion carried.

COMMUNICATIONS
The City of Geneva has approached the Park District regarding a transfer of ownership of the River Park property. City staff has provided a contract agreement for this transfer which is currently being reviewed by the District's legal counsel. Staff will bring the real estate transfer agreement to the board in March for approval.

Director Lambillotte reviewed and discussed an easement request from the City of Geneva for the east edge of Wheeler Park to relocate a water main. Staff is waiting for the snow to melt to better assess any necessary safety and preservation measures in order to make sure the park is protected and trees, disc golf holes and other amenities are not disrupted during the construction work. Further information will follow. The City is also requesting consideration of placing automated water meter readers in some of our park locations.

Director Lambillotte discussed the numerous occasions that staff has been approached to display sponsor signs in our parks. Discussion was held with the board and opinions were reviewed. At this time the board would like to keep the parks natural and continue with current sponsorship standards.

Director Lambillotte announced that the Administrative Assistant position has been filled and Amy McConnell will be starting on March 3. Jill Bridges' last day will be March 20.

The Geneva Park District Foundation Board met on January 21. A motion was approved to transfer $80,000 of the $100,000 funds promised for the development of the Hawks Hollow Nature Playground in April of this year. It is anticipated that the last $20,000 will be transferred to the Park District in April of 2015.

An Intergovernmental Meeting was held on February 12 at Sunset Community Center with City, Library, School and Park staff and boards attending.

Staff is in the process of completing annual full time staff evaluations to be completed by the end of February in preparation for our Personnel and Policy Committee Meeting in early March. Pat Lenski and Susan VanderVeen are on the committee this year.

Director Lambillotte updated the board on the meeting she had with Laura Ross, our grant consultant, to go over grant opportunities as they relate to any capital projects indentified in our short and long-range plan. Projects of particular interest are replacing the paver brick courtyard at Peck Farm, updating amenities at Sunset Pool and completing projects in the Peck Farm Park Master Plan.

FUTURE MEETINGS
Personnel & Policy Committee (Susan VanderVeen & Pat Lenski) March 5, 2014 5:00 PM
Finance Committee – Budget Meeting (Susan VanderVeen & Pat Lenski) TBD
Regular Scheduled Meeting March 17, 2014 7:00 PM

SUPERINTENDENT OF PARKS AND PROPERTIES
Supt. of Parks and Properties Larry Gabriel reviewed his report commending his staff on a great job with snow removal and salting procedures especially in preparation for the Super Shuffle. Staff is prepping for spring/summer duties. The skating rinks are all in full operation and ice maintenance will be ongoing as long as the ice is suitable for activity. Staff is meeting with soccer and baseball groups to discuss their respective season requirements. The greenhouse operations are in full swing. The District received an Engineering Merit Award plaque for the Larry Gabriel Bridge at Island Park. Larry attended the annual conference of the American Council of Engineering Companies and was the first person in history for which a project had been named.
SUPERINTENDENT OF RECREATION
Supt. of Recreation Nicole Vickers reviewed her report. Staff is busy preparing for spring and summer programs. The Super Shuffle was held on February 2 with 601 runners participating and a post party at SPRC. The Just Dad ‘n Me Dance was held on February 9 with approximately 1,000 dads and daughters in attendance. Upcoming events include Mom and Son Night in March and Easter events in April. The SPRC & SRFC facility revenue & expense reports were also reviewed. Director of Marketing and Public Relations Traci Wicks reviewed the sponsorship successes from this past year along with the commitments for this upcoming year.

MANAGER OF PECK FARM PARK
Manager of Peck Farm Park Trish Burns reviewed her report. Ms. Burns reported on the impact the extreme winter weather is having on some of the District’s natural areas this winter. Staff is preparing for burn season starting the week of spring break, March 31-April 4, and the Butterfly House opening on May 23. Ms. Burns met with Jay Womack of WRD Environmental to discuss installing permeable pavers at the courtyard at Peck. Staff is researching permeable paver information and beginning to develop the education components for grant applications. She highlighted on the participation numbers of programs and the special exhibit – Native Trees of Illinois.

NEW BUSINESS
GRANT CONSULTANT CONTRACT
Director Lambillotte requested approval of the Charles H. Schrader & Associates contract in the amount of $11,000 for their expertise in researching potential grant sources, preparing and presenting grant applications and also working with the District to implement approved grant projects as the individual program guidelines require. Vice President Condon made a motion to accept the yearly contract for grant services with Charles H. Schrader & Associates in the amount of $11,000 dated February 2014. Commissioner Moffat seconded. All ayes. Motion carried.

MILL CREEK SWIM CLUB ACQUISITION PROPOSAL
Director Lambillotte updated the board on the potential donation of the Mill Creek Swim Club to the Geneva Park District from Shodeen Inc. Staff is presently reviewing the condition of the building, pool, and mechanical systems and also gathering operational information to formulate proposed budget projections. Initial investigations and discussions have led staff to further investigate the opportunity. Acquiring additional swim space would allow the District to achieve many of our identified community needs such as additional lap swim hours, additional swim lessons, other aquatic programming opportunities, and the ability to extend open swim times, specifically into the morning hours. Staff will continue to keep the board informed of progress regarding this possible acquisition. The District’s attorney has prepared a real estate agreement for Shodeen Inc. to review. Staff anticipates bringing this agreement to the March meeting for board approval.

EXECUTIVE SESSION
At 9:21 p.m., Commissioner Lenski made a motion to go into Executive Session for the purpose of land acquisition, litigation and personnel. Vice President Condon seconded. All ayes. Motion carried.

The board returned to the Regular Meeting at 9:35 p.m.

ADJOURN
Commissioner Lenski made a motion to adjourn the meeting at 9:35 p.m. Vice President Condon seconded. All ayes. Motion carried.

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Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Linda Fox