

**GENEVA PARK DISTRICT  
SPECIAL BOARD MEETING MINUTES  
March 31<sup>st</sup>, 2020  
3:00 p.m.**

CALL TO ORDER

President Vanderveen called the meeting to order at 3:00 p.m.

ROLL CALL

President Susan Vanderveen called for the roll. Commissioner Bre Cullen (remote), Vice President John Frankenthal (remote), Commissioner Jay Moffat (remote) & President Susan VanderVeen (remote) all answered present. Commissioner Pat Lenski (remote) joined the meeting at 3:07 p.m.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp (remote), Supt. of Finance & Personnel Christy Powell, Manager of Peck Farm Trish Burns (remote) and SPRC Facility Manager Elliott Bortner (remote).

Press: Lauren Rohr (remote) from the Daily Herald and Brenda Shorey (remote) from the Kane County Chronicle

Guests: Resident Denise Mroz (via email) and Resident Wayne Carlson (via email)

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen asked for a motion to suspend the normal rules for public comment and adopt temporary rules for public comment which allow members of the public to address the Board by emailing [bpattermann@genevaparks.com](mailto:bpattermann@genevaparks.com) or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Moffat made a motion to approve and adopt the temporary public comment rule. Commissioner Cullen seconded. All ayes. Motion carried.

HEARING OF GUESTS

Executive Director Lambillotte read two letters aloud from Geneva residents Densie Mroz and Wayne Carlson in regards to flooding at Clover Hills Park. She stated that Supt. of Parks and Properties Culp has contacted the residents. A third email came in today with the same concerns and we will reach out to that resident as well. Director Lambillotte stated that staff regularly monitors the area of concern and staff removes any buildups or blockages when they are on our property. Supt. Culp has been in contact with the county as the area that is flooding is in their jurisdiction. The county is sending out letters to all the property owners along the creek to let them know that there is blockage and each property owner is responsible for flooding issues on their property. Supt. Culp stated that he has been out to the locations and did not see any blockages on Park District Property. Staff plans to walk the areas of concern again in hopes to come up with resolutions to help the residents. Commissioner Moffat inquired about flying a drone over the creek to get a better look. Supt. Culp stated that private property may not allow that, but we would do some additional research. Supt. Culp shared that the District will continue to work with the county and residents to find a resolution.

PARK DISTRICT FACILITY CLOSURE AND PROGRAM CANCELLATION DISCUSSION

Executive Director Lambillotte stated that all department heads will present and share with the Board information in regards to facility closures and program cancellations. Supt. of Recreation Vickers stated that with social distancing being extended until the end of April, the District has extended the cancellation of all programming and facility closures through this month. Staff contacted participants and explained the process for refunds due to closures and cancellations. All programs for May are still active, the District adjusted fee structures so classes will be prorated anticipating classes start up. Facilities are currently closed. Staff has been inspecting buildings daily and doing some work within them. Thermostats have been programmed to reflect cooler temperatures in an effort to conserve costs. In regards to fitness memberships, they remain on hold and have been since the middle of March. Everything is closed thru April 30<sup>th</sup>. E-blasts have been sent out to all

members, we updated social media and our website to reflect changes. Supt. of Parks & Properties Culp stated with spring coming, a lot of work will be required to keep up with landscape and mowing. A schedule has been put into place to keep staff safe while accomplishing daily tasks. Shifts are at staggering times and will consist of one or two per crew. Half of our staff are operating out of Peck Farm Maintenance and the other half is operating out of Wheeler Park Maintenance which helps to reduce congregating and allows for the District to follow the social distancing order. Our Park Foreman set up google sheets that includes projects, daily tasks, and trainings for staff to utilize, eliminating face to face contact. Staff uses daily checklists for disinfecting facilities and vehicles. Supt. Culp also stated that the District is responding to emails in regards to people not obeying the Governor's Order with social distancing. Staff has responded by putting more signage up. The District is adjusting and addressing changing requirements each day. Manager of Peck Farm Burns stated that Peck Farm is closed and all programs are cancelled including Earth Day. Refunds are in the works and will be processed soon. The District plans to keep the Community Garden open for gardeners and feels residents will be able to practice social distancing. Visitation has been strong. Signage has been placed throughout Peck Farm about social distancing and barricades were placed around the playground to minimize usage. Director Lambillotte recapped on the closures and stated all special events and programs are cancelled. Friendship Station, Sunset Community Center, Stephen Persinger Recreation Center, Peck Farm, Playhouse 38, Disc Golf at Wheeler Park and all outdoor playgrounds are closed as directed by the Governor, State of Illinois and the CDC. Stone Creek Mini Golf is also closed with an expected opening date at the end of April, beginning of May. Sunset Pool is closed but plans to open Memorial Day Weekend. Mill Creek Pool is closed but expects to open in early June. The Community Gardens at Prairie Green is currently open.

#### PARK DISTRICT ESSENTIAL FUNCTION REPORT

Supt. of Recreation Vickers presented her report. She stated that approximately 90% of the Recreation staff is working remotely. The Facility supervisors are checking facilities on a daily basis, seven days a week. Staff has been busy working on class cancellations. They have also been focusing on community engagement funneled thru Facebook including preschool teachers reading books, different games such as scavenger hunts, bingo, lip syncing contests, public fitness videos/classes and many crafts. The District hopes to provide fun especially during this unprecedented time. We have utilized Zoom and been able to offer dance programs and put together a virtual spring break trip for children. Staff is preparing for seasonal facilities to open. Hiring and interviewing staff virtually is underway. With summer approaching, staff is preparing curriculums and themes for Summer Camps. Finalizing summer brochure for production. Supt. Vickers continued by stating that staff is working on a welcome back party and campaign retention program for members. We are revamping the survey process for participants. Some virtual training videos are available for staff. Lifeguards can participant in online trainings as well. Manuals and checklists are being updated within our departments. Supt. of Parks & Properties Culp stated that 100% of the parks staff is working in the field. The Parks Department is working with the Recreation Department just as we do every spring with the anticipation that programs and facilities will be opening. Some prescribed burns have been done and staff plans to continue as weather permits. Baseball fields have a lot of prep work in order to be ready for the upcoming season. With more people out in the parks, disposal is needed daily. Building checks are being done twice a day. Manager of Peck Farm Burns stated that what they have been doing mirrors the Recreation Department. Focusing on community engagement through Facebook is a large focus. Director Lambillotte stated that social distancing is being practiced in the office and staff is disinfecting work areas. The District is utilizing a company that uses enviro-friendly disinfectant as another step to address safety in the workplace.

#### EXECUTIVE SESSION

At 3:41 p.m. Commissioner Moffat made a motion to go into Executive Session to discuss personnel. Commissioner Lenski seconded. All ayes. Motion carried.

The Board returned to the regular meeting at 4:33 p.m.

#### ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 4:33 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Submitted By: Sheavoun Lambillotte/Brynn Pattermann