

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES**

April 20, 2020

7:00 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:05 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Bre Cullen (remote), Vice President John Frankenthal (remote), Commissioner Pat Lenski (remote), Commissioner Jay Moffat (remote) and President Susan VanderVeen (remote) all answered present.

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

Guests: David Randa (remote) and Ted Homewood (remote) from Geneva Baseball

Press: None

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 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. Vice President Frankenthal seconded. All ayes. Motion carried.

HEARING OF GUESTS

Executive Director Lambillotte asked David Randa and Ted Homewood from Geneva Baseball if they would like to share anything with the Board and staff. They both stated that they were on the call to just listen. Ms. Lambillotte stated that the District is following the Governor's lead with its day to day operations. Staff has begun to work on the fields preparing in the event the Stay at Home Order is lifted. We plan to resume normal activities as soon as possible. David Randa thanked the staff for the work that is being done in preparation for the upcoming season.

READING OF MINUTES

Vice President Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of March 16, 2020, the Special Meeting of March 31, 2020 and the Finance Committee Meeting of April 14, 2020 as presented. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat asked for clarification on goose egg decreditation. Supt. Culp explained the importance and the process in detail. With no further questions, Commissioner Moffat made a motion to approve the claims and accounts as presented. Commissioner Cullen seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the March financial reports. She noted that the blended rate saw a decrease as expected. She reported that we are 92% of the way through the current fiscal year and the revenue expense report is in line with budget. Due to COVID-19 we do not have the full impact of the Recreation Fund because of the prorated refunds, the impact will come gradually. Supt. Powell reminded the Board that the Statements of Economic Interest must be returned by May 1st or there will be a late filing fee. Vice President Frankenthal made a motion to approve the Treasurer's Report and Supt. of Finance Report as presented. Commissioner Lenski seconded. All ayes.

Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

Executive Director Lambillotte encouraged the Board to read through the correspondence provided electronically in the Board Packet. She stated that we received messages from parents, children and residents in regards to their appreciation of all the virtual recreation programs that have been available online during this time. Vice President Frankenthal shared his appreciation and congratulated the Park District for doing such a great job. He stated that we have shown care for the community.

OLD BUSINESS

None

COMMUNICATIONS

Staff has been working diligently on a balanced budget and are prepared to discuss the proposed budget should board members have questions at our meeting. While we have prepared a balanced budget projecting a typical year, we have also prepared projections reflecting closings and cancellations as they relate to Covid-19 and how those might affect the budget as well. The Finance Committee Meeting was held on April 14, 2020 and the minutes are included in your board packet for review.

The staff and leadership team continue to work diligently navigating all that is associated with our Covid-19 response. That includes getting parks and outdoor recreational areas ready for summer as well as connecting safely and virtually with our community. Staff reports detail all that we are accomplishing in that regard and we continue to add and modify those plans daily.

Staff is working through a number of scenarios as they relate to how summer facilities and programs may proceed should some or all of the stay at home orders get lifted. We are also preparing plans to reschedule as many of our special events as possible including the Easter Egg Hunt, Earth Day and Swedish Day events.

Staff may request another emergency board meeting if we do not receive clear direction on restrictions for the month of May ahead of our May 18th meeting.

Our March Foundation meeting was cancelled, but we have remained in touch with Park District and Foundation updates via email and plan to have our annual meeting in May realizing that it may have to be a virtual meeting.

Work continues on spring construction projects including Peck North, Bricher, Fourth Street and Library Parks.

Staff has met with a possible Community Survey consultant and received a proposal for that work. With everything going on in regards to the COVID-19 pandemic, the timing may not be the best to move forward with a Community Survey at this time.

Staff has met with an ADA consultant and received a proposal to update our 2010 ADA transition plan. This may also be moved out to a later time.

The Fox Valley Special Recreation Association is also involved in budget preparations and staff will be reviewing their budget this month as well.

FUTURE MEETINGS

Recreation Committee Meeting
(John Frankenthal & Bre Cullen)

May 11, 2020

4:00 PM

GPD Foundation Annual Meeting	May 7, 2020	7:00 PM
Public Hearing	May 18, 2020	7:00 PM
Regular & Annual Scheduled Meeting	May 18, 2020	7:05 PM

MANAGER OF PECK FARM PARK

Manager of Peck Farm Park Trish Burns reviewed her report. Successful prescribed burns were done at Peck, notably by the Miller Thomas Plot, and in other areas around the District. The Window restoration project is moving along and the 1st floor is almost complete. The Community Gardens opened today which will provide a healthy outdoor activity for residents. The Earth Day Event was cancelled with plans to reschedule in October. Commissioner Cullen asked if the Butterfly Release Party will still take place. Ms. Burns stated that will depend upon whether or not the Stay at Home Order is still in place or if it gets lifted. Director Lambillotte also mentioned that the Butterfly House is one of the facilities, if we are allowed to open once the Stay at Home Order is lifted, that we would be able to manage the crowds and keep social distancing in place.

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. We have been doing a lot of disinfecting. Staff is working in crews of one or two and are taking necessary steps to remain safe while still getting work done. Spring preparations are moving full speed ahead with weed control, ball field prep and turf restoration. Staff has started mowing and the greenhouse is plentiful with over 100,000 plants. The Lions Tennis Court renovation has begun and the Wheeler Tennis Court Renovation is scheduled to begin soon. Picnic tables have been brought back out into the parks and garbage runs are being done more frequently as the parks are seeing an increase in usage. Staff is preparing for the Stone Creek Mini Golf to open. Moore Park sprayground is in the process of getting the new surfacing installed. Successful prescribed burns have been completed and staff is cutting the woody areas. We have ordered the first of the seven new park signs that will be installed soon. Peck North OSLAD project is underway. Bricher and 4th Street Park Playground Renovations have begun. Kid’s Around the World was able to utilize one of the playground equipment sets. Library Park playground installation will begin soon.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. We have suspended programs and refunds are being processed. Participants did not have to do anything in regards to getting a refund, staff has handled it all. We are getting ready to release the Summer Brochure electronically. Staff is sending out postcards to let residents know and we are also providing educational tools and resources to help with the online process. Camps remain one of our highest priorities, we are brainstorming ideas and working with PDRMA on guidelines should the Stay at Home Order be lifted to ensure safety of all participants. Director Lambillotte stated that most of our camps are already full and registration is complete. Monthly membership payments have been suspended. There have been 10 participants that have elected to cancel their memberships during this time. Staff has been working in facilities on sanitation and maintenance projects that would normally be addressed during our annual shut down in August. We are planning and preparing for when the ban is lifted. Staff is cautiously preparing the pools and being fiscally responsible as we remain hopeful the pools will open. Vice President Frankenthal asked if we anticipate a staffing issue with this crisis. Ms. Vickers explained that staff have been tentatively hired and that staffing will not be a concern. Another focus has been on providing community engagement virtually. Playhouse 38 has held two radio shows which had over 50 participants. The virtual basketball league had over 30 participants as well. Staff is also using this time to update manuals, training cheat sheets and other items that have been on the back burner. The Recreation Committee Meeting was set for May 11th at 4:00 p.m. Ms. Vickers stated that Fitness Center numbers are down as expected. Staff is working on a Thank You and Welcome Back campaign for all our members. Vice President Frankenthal and Commissioner Moffat mentioned what a great job the staff has been doing in regards to engaging the community and thinking outside the box during this unprecedented time.

NEW BUSINESS

4TH STREET SCHOOL PARK INTERGOVERNMENTAL AGREEMENT UPDATE

Executive Director Lambillotte reviewed information regarding the IGA for the playground at Fourth Street. With the playground replacement scheduled for this spring, we needed to update the agreement to

reflect that update. Ms. Lambillotte also made mention that the School District may change the name of 4th Street School Park to Coultrap Park in the future. Commissioner Lenski made a motion to approve the 4th Street School Park Intergovernmental Agreement as presented. Commissioner Moffat seconded. All ayes. Motion carried.

PROPOSED BUDGET FY 2020-2021

Supt. of Finance and Personnel Christy Powell stated that we are in the midst of the COVID-19 pandemic. The District closed its facilities and cancelled its programs thru April 30, 2020. The duration of the crisis is unknown, the budget is being cautiously presented in its entirety assuming operations will resume normally with the start of the new fiscal year. The budget is presented with the cautious acknowledgement that revenues and expenditures will be impacted depending on the magnitude and duration of the crisis. She gave a power point presentation of the Proposed Budget FY 2020-2021 that started with our mission statement. The Finance Committee, consisting of Jay Moffat and Pat Lenski, reviewed the budget on April 14th. Supt. of Finance & Personnel Powell summarized each section of the budget. She highlighted various changes made in the budget from last year to this year and any increases/decreases in the various funds in this budget as compared to last year's budget. She went over the various revenue sources that make up the District's revenue budget. She highlighted the breakdown of the tax bill. In regards to the EAV, for the sixth year in a row, after 5 years of decline, we saw another increase this past year. Vice President Frankenthal asked if any Capital Projects and Funds should be put on the backburner with the pandemic and its uncertainty. Director Lambillotte stated that the District will continue to monitor and reevaluate the situation and make adjustments as necessary. Ms. Lambillotte also noted that staff has projections on the impact the pandemic may have on the District through the end of August. With no further questions, Commissioner Moffat made a motion to approve the Proposed Budget FY 2020-2021 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

BUDGET & APPROPRIATION ORDINANCE #2020-4 (Draft)

Supt. Finance & Personnel Powell highlighted the draft ordinance and reviewed the information with the Board. The ordinance will be presented at a Public Hearing on May 18, 2020 at 7:00 PM and will be presented for approval at the May 18, 2020 Board Meeting. The budget ordinance will be available for public review for more than 30 days.

2020-2021 EQUIPMENT REQUEST

A list of vehicles and equipment that are scheduled to be replaced in the 2020-21 fiscal year per our Master Plan replacement schedule was shared with the Board. Supt. Culp explained the details of all replacements and trade-ins. Commissioner Moffat made a motion to approve the purchase of the 2020 ABI Force Ballfield Machine, the 8' Grader Box and Laser Controls, John Deere Compact Utility Tractor and a John Deere 1600 Wide Area Mower for a total not to exceed \$123,738.25. Vice President Frankenthal seconded. Four ayes. One nay. Motion carried.

EXECUTIVE SESSION

Commissioner Moffat made a motion to enter into Executive Session for the purpose of discussing Personnel at 8:28 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

The board returned to regular session at 9:17 p.m.

ADJOURN

Commissioner Frankenthal made a motion to adjourn the meeting at 9:17 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann