GENEVA PARK DISTRICT PUBLIC HEARING MINUTES May 18, 2020 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 Cullen (remote), Commissioner Moffat (remote), Commissioner Lenski (remote), Vice President Frankenthal (remote) and President VanderVeen (remote) 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), Manager of Peck Farm Park Trish Burns (remote) and Aquatics & Recreation Supervisor Joey Kalwat (remote).

Press: None

Guests: 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 Cullen made a motion to approve and adopt the temporary public comment rule. Commissioner Moffat seconded. All ayes. Motion carried.

HEARING OF GUESTS

None

REVIEW OF BUDGET AND APPROPRIATION ORDINANCE #2020-04

Executive Director Sheavoun Lambillotte stated that the ordinance has not changed since the April meeting and it has been on display for public review for 30 days. Supt. of Finance & Personnel Christy Powell stated the District published a legal notice of the hearing in the Kane County Chronicle on April 30. There were no questions asked by staff or by any guests.

The President waited seven minutes and asked for a motion to adjourn the meeting. Commissioner Moffat made a motion to adjourn the Public Hearing Mtg. at 7:07 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

Secretary, Board of Commissioners Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

GENEVA PARK DISTRICT REGULAR SCHEDULED MEETING MINUTES May 18, 2020 7:07 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:07 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen (remote), Commissioner Moffat (remote), Commissioner Lenski (remote), Vice President Frankenthal (remote) and President VanderVeen (remote) 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), Manager of Peck Farm Park Trish Burns (remote) and Aquatics & Recreation Supervisor Joey Kalwat (remote).

Press: None

Guests: 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 Cullen made a motion to approve and adopt the temporary public comment rule. Vice President Frankenthal seconded. All ayes. Motion carried.

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of April 20, 2020 and the Recreation Committee Meeting Minutes of May 11, 2020 as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat asked for clarification on the Peterson property taxes that are paid and when the District can claim tax exempt status on the property. Executive Director Lambillotte stated the land is farmed, therefore the District pays taxes. Once we no longer farm, we will be able to obtain tax exempt status. With no further questions, Commissioner Moffat made a motion to approve the claims and accounts as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the April financial reports. This is the 12 month Revenue and Expenditure Report. Supt. Powell stated that there will be some adjustments to the report as we continue making year-end adjustments. Supt. Powell pointed out that these are preliminary numbers and may change once the audit is complete, but this report serves as a good estimate. The financial impact of COVID-19 was shared. Director Lambillotte stated that before COVID-19 hit, the District was on track to meet and exceed our revenue projections. The operating and opening of pools this summer was discussed. Commissioner Moffat made a motion to approve the Superintendent of Finance Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

None

<u>ANNUAL MEETING</u> – Temporary Adjournment to Annual Meeting

Commissioner Moffat made a motion to adjourn the Regular Scheduled Meeting to go into the Annual Meeting at 7:56 p.m. Vice President Frankenthal seconded. All ayes. Motion carried.

Commissioner Moffat made a motion to return to the Regular Meeting at 8:06 p.m. President VanderVeen seconded. All ayes. Motion carried. The Annual Meeting was adjourned and the board returned to the regular meeting.

OLD BUSINESS

BUDGET AND APPROPRIATION ORDINANCE #2020-04

Supt. of Finance & Personnel Powell stated the ordinance had been available for public inspection at the Park District for thirty days. The budget was reviewed and approved by the Finance Committee and Board in April. A budget hearing notice was published in the Kane County Chronicle and the ordinance will be filed with the county. Commissioner Lenski made a motion to approve the Budget and Appropriation Ordinance #2020-04 as presented. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal—aye, Lenski—aye, Moffat-aye, VanderVeen—aye. Five ayes. Motion carried.

ADA AUDIT COMPLIANCE UPDATE

Executive Director Lambillotte stated that each year in our capital plan, staff takes on a number of projects to continue to meet the requirements of our ADA accessibility audit. After having reviewed a memo summarizing current ADA projects, staff asked for the board's formal commitment to continued compliance. Vice President Frankenthal noted that a couple of projects listed on the report referenced projects to be completed in 2019. Director Lambillotte stated that the Peck Farm restrooms and the Clover Hills playgrounds are complete and the report will be updated to reflect that. Commissioner Moffat made a motion to support staff in their continued commitment to address items on our ADA accessibility audit. Vice President Frankenthal seconded. All ayes. Motion carried.

COMMUNICATIONS

Island Park had to be closed yet again this past month due to flooding. Staff will be looking at possible drainage solutions this summer which may help the water recede faster but will not prevent the island from flooding in the future.

Staff received word from Senator Oberweis' office to continue the process of pursuing "Rebuild Illinois funds" for drainage work at Island Park in the amount of \$100,000. The submittal is due by June 24th. Additional grant money is also available. Discussion was had in regards to projects we could pursue. Vice President Frankenthal made a motion to pursue grant funding of up to \$600,000 for the Mini Golf Hut Renovation. Commissioner Moffat seconded. All ayes. Motion carried.

The Recreation Staff have been working hard to navigate what summer programming may look like to ensure we are doing all we can to meet our resident's recreational needs during this unprecedented time.

The Annual Meeting of the Geneva Park District Foundation was held on May 7. Under these unprecedented circumstances as it relates to COVID-19, the Foundation has suspended all operations through December 31, 2020. The Annual Giving Tree Letter will be sent out later this year and the Foundation will reconvene in January 2021 to hopefully plan Wine, Cheese and Trees.

Staff is pursuing the possibility of keeping Autumn Fair on the calendar for the fall on a smaller scale without the fundraising function of the GPDF.

Work on Bricher, Fourth Street and Library Parks are in progress. We hope to have work substantially complete by June 1st.

We have tentatively scheduled a formal dedication of the trees planted at Peck Farm Ballfields in honor of John Burns the evening of Friday, July 17th. Hopefully, all board members are able to attend.

Enclosed in your packet is a list of operational changes and modifications based on the Governor's "Stay at Home" order as well as a copy of the phasing plan from the Governor's website for your review.

FUTURE MEETINGS

Foundation Meeting TBD TBD
Regular Scheduled Meeting June 15, 2020 7:00 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks and Properties Jerry Culp reviewed his report. Construction projects are moving along. The parks have never been busier. Staff has been busy mowing and with spring clean-up. Restrooms are open and are being cleaned three times a day. Tennis courts are open and additional signage has been placed to remind people about social distancing. Disc Golf is open. Parks staff are planting annual beds. Staff installed netting on the Butterfly House. The baseball fields on the North Field at South Street is complete. Each field that we have completed helps with maintenance and recovery time. Working with the City to obtain a permit for the new park sign to be installed at Sunset Community Center. Staff met with an engineer in regards to the ADA upgrades at the Sunset parking lot. The Moore Park sprayground painting is complete. Lions Park tennis court renovation has started and pickleball lines will be added. Fertilization and weed control is approximately 80% complete. Peck North OSLAD trails are 99% excavated and the majority of the project should be complete by the end of June. Bricher Park equipment is installed and the asphalt path and basketball court should be started soon. Fourth Street equipment is installed, the restoration and the poured in place for the swings are in progress. Contractors have started work at Library Park. Commissioner Lenski asked if the High School tennis courts are open. Director Lambillotte stated that the school district has the tennis courts locked.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Virtual programming remains a high priority. Some highlights include; over 100+ players participating in our virtual athletic leagues, Playhouse 38 radio show had an additional 30 participants, Live Your Best Life link on our website received over 2,600 views this past month and over 30,000 views on our social media accounts. Staff has spent a great deal of time participating in webinars, conferences and trainings in preparation of opening facilities and programs. The brochure goes live this week and post cards will be delivered to residents about the brochure being online exclusively. Registration will not require participants to pay for the class until 48 hours prior to the start of the class, this will help staff to accurately process the fees associated with the program due to uncertainties related to COVID-19. Mini Golf has opened under strict guidelines and has received great feedback from participants. Staff was able to produce a tee time reservation system allowing participants to electronically register for Mini Golf. We are ready for pools to open and awaiting guidance to be issued by the Illinois Department of Public Health in regards to how to proceed. The Fitness center report is not included due to no participation or revenue. Supt. Vickers noted that there have been a total of 19 Fitness Memberships that have been cancelled to date. Phase 3 of Restore Illinois allows for limited child care and summer camp participation which remains a high priority for the District. Staff intends to move forward in a safe manner with planning for child care and summer camps. Director Lambillotte noted that after surveying participants, summer child care remains a need for residents so staff is considering eliminating indoor summer programming so we can accommodate summer camps. Communication was had about different locations and options for summer camps. Ms. Vickers noted that in Phase 3, Outdoor Fitness programs with restrictions are permitted and staff is planning and preparing a calendar of class offerings.

MANAGER OF PECK FARM PARK

Peck Farm Park Manager Trish Burns reviewed her report. The first-floor windows of the Peck House have been restored and installed and look amazing. The contractor has removed the second-floor windows and begun restoration. Hawks Hollow is currently closed and staff is working hard to get it ready for reopening. All of the wood surfaces have been power washed, sanded and stained. The splash pad is scheduled to get cleaned this

week but will remain closed until playgrounds are allowed to reopen. The Butterfly House was unable to open as planned, but staff released butterflies and shared a virtual post on our Facebook page. Staff continues to offer virtual programs for residents.

NEW BUSINESS

RECREATION COMMITTEE REPORT

Supt. of Recreation Nicole Vickers reviewed the Recreation Committee report. The Recreation Committee consisted of John Frankenthal & Bre Cullen. Ms. Vickers made note that we were on track to surpass not only participation, but also overall net revenue before the onset of COVID-19. Ms. Vickers stated that many of the goals from last year were completed and she reviewed a couple highlights. She reviewed the comparisons of the seasons and discussed the upcoming recommended 2020-2021 goals and objectives from the staff. President VanderVeen stated that staff has done a great job staying ahead of the challenges that COVID-19 has presented. Commissioner Moffat made a motion to approve the Recreation Committee Report and goals and objectives as presented. Commissioner Lenski seconded. All ayes. Motion carried.

FVSRA BOARD APPOINTMENTS

Each year, the FVSRA requires formal recognition of GPD's appointment to their board. Commissioner Moffat made a motion to approve the appointment of Sheavoun Lambillotte to represent GPD with Christy Powell and Nicole Vickers appointed as alternates. Vice President Frankenthal seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 9:08 p.m., Commissioner Moffat made a motion to go into Executive Session for the purpose of reviewing executive session minutes, discuss personnel and land acquisition. Vice President Frankenthal seconded. All ayes. Motion carried.

The Board returned from executive session at 9:45pm. Commissioner Moffat made a motion to approve executive session minutes dated November 18, 2019; January 20, 2020; March 6, 2020; March 16, 2020; March 31, 2020 and April 20, 2020 as presented; and approve the release of executive session minutes dated February 19, 2018; November 18, 2019; March 6, 2020 and March 16, 2020 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Cullen seconded. All in favor.

<u>ADJ</u>OURN

Vice President Frankenthal made a motion to adjourn the meeting at 9:46 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary, Board of Commissioners Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

GENEVA PARK DISTRICT ANNUAL MEETING May 18, 2020

CALL TO ORDER

President VanderVeen called the meeting to order at 7:56 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen (remote), Commissioner Moffat (remote), Commissioner Lenski (remote), Vice President Frankenthal (remote) and President VanderVeen (remote) 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), Manager of Peck Farm Park Trish Burns (remote) and Aquatics & Recreation Supervisor Joey Kalwat (remote).

Press: None

Guests: 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 Cullen made a motion to approve and adopt the temporary public comment rule. Vice President Frankenthal seconded. All ayes. Motion carried.

HEARING OF GUESTS

None

PRESIDENT'S ANNUAL REPORT

President VanderVeen read the President's annual report which is attached to these minutes.

ELECTION OF PRESIDENT PRO TEM

President VanderVeen asked for nominations for President Pro Tem. Commissioner Moffat nominated Commissioner Lenski as President Pro Tem. Vice President Frankenthal seconded. All ayes. Motion carried.

NOMINATION FOR PRESIDENT

President Pro Tem Lenski asked for nominations for President. Commissioner Moffat nominated and made a motion to approve Susan VanderVeen for President. Vice President Frankenthal seconded. All ayes. Motion carried.

NOMINATION FOR VICE PRESIDENT

President Pro Tem Lenski asked for nominations for Vice President. Susan VanderVeen nominated and made a motion to approve John Frankenthal for Vice President. Commissioner Moffat seconded. All ayes. Motion carried.

APPOINTMENT OF TREASURER AND SECRETARY

President Susan VanderVeen appointed Commissioner Pat Lenski as Treasurer and Sheavoun Lambillotte as Secretary.

APPOINTMENT OF FOIA OFFICERS, OMA OFFICERS, SAFETY COORDINATORS & ADA COORDINATOR

President Susan VanderVeen appointed Sheavoun Lambillotte, Christy Powell & Administrative Assistant each as both FOIA & OMA Officers; Supt. of Recreation Nicole Vickers and Supt. of Finance & Personnel Christy Powell as Safety Coordinators and Supt. of Parks & Properties Jerry Culp as the ADA Coordinator.

COMMITTEE APPOINTMENTS

Proposed committee appointments were reviewed. Director Lambillotte asked if anyone had any changes. With there being no changes, President VanderVeen made a motion to approve the proposed committee appointments as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

Commissioner Moffat made a motion to adjourn the annual meeting at 8:06 p.m. and return to the Regular Scheduled meeting. President VanderVeen seconded. All ayes. Motion carried.

Secretary, Board of Commissioners Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

President's Message 2020

As I reflect over this past year of Park District operations, it is with great pride that I report many of our accomplishments. It is with mixed feelings (sadness, compassion, especially gratitude and pride) that I reflect on how the year ended. Our staff embraced the challenge of the pandemic with professionalism, innovation and enthusiasm. Their plans and back up plans to move forward safely while offering fun activities to our patrons are incredible.

The year began with our District working together to develop our mission, vision and values. These core values guide the direction and decision making of the board, staff and leadership team. Our seven core values include:

Customer Commitment

We will strive to exceed customers' expectations by delivering professional, helpful, efficient, and friendly service during all interactions.

Responsible Leadership

We will strive to hire and retain quality employees through the promotion of staff development and continuing education in the pursuit of maintaining professional staff.

Fiscal Responsibility

We will earn the public's trust by maintaining financial health, stability, and transparency in providing cost effective services that maximize value to the tax payer.

Safety

We will provide a safe environment through exceptional training and constant evaluation of risk management practices.

Community Collaboration

We will work collaboratively with all community partners, both public and private, to share resources and ideas that will build strategic alliances to enhance our community.

Innovation

We will remain steadfast in continuously evolving to meet the needs of the community by providing relevant and innovative programs, events, facilities and parks.

Stewardship & Sustainability

We will minimize our impact on the environment by implementing best practices, and by promoting environmental education leading to a lifelong commitment to conservation.

To highlight some of our accomplishments over the past year...

As it relates to Customer Commitment:

Our District improved pool survey results, introduced drop in fitness classes, increased the mobile experience for web access, and hosted numerous public meetings for input on our parks.

As it relates to Fiscal Responsibility:

Realized an 11% savings on our utilities after switching over to LED lighting, received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting, and received grant funding of \$400,000 for our Peck Farm North Trail Project.

As it relates to Safety:

Our staff completed trainings including chainsaw safety, proper pesticide application, prescribed burn, and plowing and ice control.

As it relates to Community Collaboration:

Our District continued its successful partnership with the School District to provide after school care, collaborated with the Library on the development of Library Park at the new Library site, and collaborated with the Natural Resource committee and the Garden Club to raise \$30,000 to reforest Geneva!

As it relates to Innovation:

These past few months we have been challenged to innovate in all areas of our operations due to the pandemic forcing us to redefine and reinvent how we deliver our services to the public.

As it relates to Stewardship and Sustainability:

Our District has performed prescribed burns on over 150 acres of Park District property, planted over 200 trees throughout the community, converted all facilities to LED lighting and transitioned to hand dryers in all restroom facilities.

Other important milestones this past year include having renovated playgrounds at Bricher and Fourth Street Parks and having installed a new playground at Library Park. We have also completed work on the Peck Farm North Trail, adding over 2.5 miles of trails and natural attractions for all to enjoy!

Finally, I feel blessed to serve this amazing community. I am honored to work with a very talented staff and committed volunteers and never more than through this most difficult and trying time.

Sincerely,

Susan VanderVeen Park Board President