

GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES

June 15, 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, Vice President Frankenthal, Commissioner Lenski, Commissioner Moffat and President VanderVeen all answered present.

Staff members present were Executive Director Sheavoun Lambillotte, Administrative Assistant Brynn Pattermann, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp, Supt. of Finance & Personnel Christy Powell and Aquatics & Recreation Supervisor Joey Kalwat.

Guests: None

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](mailto:bpattermann@genevaparks.com) or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Vice President Frankenthal made a motion to approve and adopt the temporary public comment rule. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried. Executive Director Lambillotte asked President VanderVeen to review the changes that went into effect in regards to the Open Meetings Act. President VanderVeen stated that with the virtual meetings, someone is required to be in the office or meeting location and all votes have to be roll call.

HEARING OF GUESTS

There were no guests. Director Lambillotte stated a resident reached out in regards to some concerns about Disc Golf and the resident would like President VanderVeen to follow up with her. President VanderVeen stated that she would follow up with the resident.

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Public Hearing Meeting, Regular Scheduled Meeting and Annual Meeting of May 18, 2020 as presented. Vice President Frankenthal seconded. A roll call vote was taken with all in favor. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat asked for clarification on the work boot reimbursement amount that is allotted for staff. Supt. Culp stated that the allotted amount has been sufficient for employees to purchase a pair of safety boots each year. Commissioner Moffat also inquired about the Playhouse 38 rent that the District currently pays and suggested looking into getting the rent waived due to COVID-19. Director Lambillotte mentioned that staff will look into relief of rent for Playhouse 38 due to the pandemic. With no further questions, Commissioner Moffat made a motion to approve the claims and accounts as presented. Vice President Frankenthal seconded. A roll call vote was taken with all in favor. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Christy Powell reviewed her report. The report stated that the investment portfolio is holding steady at 1.18%. The first month of the new fiscal year is typically at 8% for revenue and expenses, however both revenues and expenses are down in the Recreation fund. The District has received a small real estate tax distribution in May with the larger first installment payment anticipated to be received this week. In regards to COVID-19 we had projected a net loss of \$638,000 through May 31. The actual net

loss is \$659,000. Commissioner Moffat made a motion to approve the Treasurer's Report and Supt. of Finance's Report as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

#### APPROVAL OF THE AGENDA

Vice President Frankenthal made a motion to approve the agenda as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

#### CORRESPONDENCE

Director Lambillotte shared that we received an email from a resident thanking us for taking good care of the bike paths and trails and ensuring that they are able to be utilized especially during these times. She thanked Supt. of Parks Culp and his staff for all their dedicated hard work.

#### OLD BUSINESS

None

#### COMMUNICATIONS

With the State of Illinois moving into Phase 3 this month we have been afforded the opportunity to offer more in person recreation programs and open up more of our facilities. That included opening up Mill Creek pool for limited programming and lap swimming which we are very excited about! Commissioner Cullen asked if we have received any feedback from the residents of Mill Creek in regards to people coming in and using the pool. Director Lambillotte stated that we have not heard any feedback as of yet. Summer camps began on June 8<sup>th</sup> with strict operating guidelines and are off to a good start. The use of playgrounds has been a challenge with people choosing to dismiss the signs posted stating that playgrounds are closed. We anticipate moving into Phase 4 on June 27<sup>th</sup>.

With Phase 4 on the horizon, board and staff will need to make a decision as to whether we will open Sunset Pool this summer. Staff prepared and shared budget projections on many different scenarios based on the number of people who might be allowed in the pool at any one time. The projections show a loss of between \$150,000-\$200,000 for the season. Mill Creek Pool projections show a loss of between \$30,000 to \$50,000 for the season. We were extremely conservative in our revenue estimates. A detailed budget projection for both pools was presented. Thoughtful consideration and discussion was had in relation to operating and opening Sunset Pool while remaining fiscally responsible and providing a service to the community. The reopening of spray grounds was also discussed. We also anticipate the reopening of our fitness centers during Phase 4. Staff is planning and preparing a redesign of the fitness floor plan to ensure social distancing is able to be obtained. We are waiting for the guidelines to be released.

We have prepared two grant applications to capture Rebuild Illinois funding. One is for the drainage work at Island Park and the other is for the Mini Golf Hut. Funding for Island Park is still available and we feel we have a good chance of capturing that. The grant for the Mini Golf Hut has been placed on hold as the State received \$230M in applications with only \$25M in funding. We are looking into other grant opportunities for the Mini Golf Hut.

Staff is ready to proceed with the Community Survey and the ADA Transition Plan and would like the Board's direction as to the proper timing for each project. Director Lambillotte noted that both are budgeted for this fiscal year and asked for input on how to proceed. After discussion was had, the Board and staff decided to hold off on both the Community Survey and the ADA Transition Plan until next fiscal year. The District will continue to make ADA improvements, one improvement this year will include the front entrance to Sunset Community Center as we renovate the parking lot and entrance.

The Recreation staff are 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.

Staff is looking at what special events we may be able to host this summer. Those include concerts in the park, movies in the park and Autumn Fair.

A formal Memorial Tree Dedication in honor of John Burns has been scheduled for July 17<sup>th</sup> at 5:30 PM at the Peck Farm Park Baseball Fields. All Board members are encouraged to attend.

The board calendars are not included this month as facilities are closed and all programs are cancelled due to the coronavirus pandemic.

#### FUTURE MEETINGS

Foundation Meeting	TBD	TBD
John Burns Dedication	July 17, 2020	5:30 PM
Regular Scheduled Meeting	July 20, 2020	7:00 PM

#### STAFF REPORTS

##### SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Outdoor fitness programming is gaining in popularity with a wide range of class offerings. On June 8<sup>th</sup> summer camps began with over 100 participants. We anticipate an increase in participation as we enter Phase 4 with parents returning to work. Some regular programming classes are also running outdoors and gaining traction such as tennis, softball, volleyball and All-Star Sports. Preschool ended with a successful parade celebration for families to drive by the school and wave and thank the teachers for a great year. Mill Creek pool opened with strict guidelines today and is offering lap swimming and aqua fitness classes. Mini Golf is open and has had over 1,000 golfers and continues to increase in popularity. The fall brochure is moving forward in production. Fitness center plans for reopening are underway and staff is excited to reopen soon!

##### MANAGER OF PECK FARM PARK

Executive Director Lambillotte reviewed the Peck Farm Park report. Summer camp programs were combined with traditional camps. Families were offered the option to join traditional camps or receive a full refund. All programs in June at Peck Farm were cancelled due to low enrollment. Staff anticipates opening the Peck Farm House, Silo, Hawks Hollow and Butterfly House in Phase 4, yet we are still awaiting the guidelines to be released. Many requests for birthday parties and weddings are coming in. The second floor windows are in the process of being restored.

##### SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. Staff is busy cleaning bathrooms three times a week and trying to keep up with the garbage disposal in our busy parks. Seasonal staff have started and everyone is wearing masks and helping sanitize daily. We are assisting the recreation department with the preparation to open pools, splash pads, facilities and playgrounds. Our parks are busier than ever. Wheeler Park's lift station went down during the recent flooding causing standing water that ruined some of the turf. Staff is working to restore these areas and picking up branches and debris from the flooding and recent storms. The OSLAD Peck North project is moving along. The 4<sup>th</sup> Street Playground is now complete. Bricher playground equipment is installed and the contractors are working on the trail and basketball court. Library Park playground is underway.

#### NEW BUSINESS

##### SUNSET PARKING LOT PLAN

Supt. of Parks & Properties reviewed details of the schematic plan of the Sunset Community Center parking lot renovation. Some of these plans include redesigning the front entrance to make it ADA compliant and making the parking lot safer by adding crosswalks and walk ways down the center and side aisles. We are adding curbs instead of parking bumpers which will make it easier in maintaining and keeping parking lots clear of snow in the winter months. After some discussion, Director Lambillotte stated staff would bring the plans back to the Board for a final review before we go out to bid.

##### POOL OPENING-AQUATIC UPDATE

Director Lambillotte stated that late Friday night, June 5<sup>th</sup>, the Illinois Department of Public Health released updated guidelines on swimming pool operations that went into effect immediately as an addition to Phase 3

guidelines that were already in place. Staff began filling Mill Creek Pool Saturday morning and worked non-stop in an effort to get the pool opened as quickly as possible. The pool opened Monday, June 15<sup>th</sup> for lap swimming, water exercise, lessons and programs with strict guidelines. Director Lambillotte also noted that staff are hopeful to provide open swimming and group rentals for daily use as we enter into Phase 4.

#### COVID OPERATIONS UPDATE – PHASE 3 AND 4

Director Lambillotte stated that a detailed listing of the Park District operations in Phase 3 and projected openings and additional programming we anticipate in Phase 4 were included for review. The District is hopeful Phase 4 will begin on June 27<sup>th</sup>. Additional literature as it pertains to the details of each phase is also included for review. Vice President Frankenthal expressed his gratitude for the amazing job the District is doing during this unprecedented time. President VanderVeen added that she is also very grateful for the staff and the amazing job they are doing.

#### EXECUTIVE SESSION

Commissioner Moffat made a motion to enter into Executive Session for the purpose of Personnel discussion at 8:43 p.m. Commissioner Lenski seconded. A roll call vote was taken and all were in favor. Motion carried.

The board returned from Executive Session at 8:59 p.m.

#### ADJOURN

Vice President Frankenthal made a motion to adjourn the meeting at 8:59 p.m. Commissioner Lenski seconded. A roll call vote was taken and all were in favor. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann