

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES**

**July 20, 2020
7:00 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:04 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Vice President Frankenthal (remote via phone call), 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 (remote via phone call), Supt. of Finance & Personnel Christy Powell, SPRC Facility Manager Elliott Bortner and Sunset Community Center Facility Manager Jim Huetson.

Guests: None

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Lenski made a motion to approve the minutes from the Regular Scheduled Meeting of June 15, 2020 as presented. Commissioner Moffat 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

Supt. of Finance & Personnel Powell reviewed the June financial reports. Ms. Powell stated that we are 17% of the way through the fiscal year. We received first installment real estate taxes in June. Real estate tax receipts are lower than the prior year because the County moved the payment deadline to early July. However, after receiving the July distribution, collection rates are similar to the prior year. Ms. Powell stated the financial impact of COVID-19 thru the month of June was estimated at a net loss of \$643,542, the actual financial impact is a net loss of \$618,413. She also mentioned that the projected net loss for the pools, mini golf and camps is dependent on capacity and attendance which will be reflected in the July report. The auditors completed a virtual audit this last week. In August, the Annual Audit Transfer will be brought to the Board for review. Ms. Powell stated that the impact of COVID-19 will be in this fiscal year, which may lead the District to defer capital projects down the road. Commissioner Moffat 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 Lenski made a motion to approve the agenda as presented. Commissioner Moffat seconded. All ayes. Motion carried.

CORRESPONDENCE

Executive Director Lambillotte stated that recent press releases were included in the Board Packet for review electronically instead of passing around the press book.

OLD BUSINESS

PECK NORTH TRAIL PROJECT UPDATE

Supt. Culp reviewed the status of the Peck North Trail Project. Trails are done, restoration work has begun around the trail edges. There are a few minor paving adjustments to be made. The shelter is in and concrete footings have been poured. The granite has been delivered for the sundial. The rock for the solstice has arrived and will be installed once a machine

is available to move the 7,000lb rocks. The contractor has ordered the gabion basket seating and natural stone seating. The delivery time was delayed due to COVID-19, but is now moving forward. Minor adjustment to the flashing signals by the crossing area in front of SPRC are being implemented. Commissioner Moffat inquired about the runoff area along the south side of Kaneville Road and wondered about the rocks that have been washed away. Supt. Culp stated that larger rocks are going to be put in place that should be able to sustain through heavy rainfalls and that staff will check on that area often to make sure they are withstanding the weather. Vice President Frankenthal mentioned that he has received many positive comments from residents and trail users that are extremely happy with the Peck North Trail expansion.

PLAYGROUND UPDATE

Supt. Culp reviewed the playground updates. He started with Library Playground and stated that the fibar is in and the furniture is bolted down. The contractor started the landscaping and should be complete this week. Staff will add this site to their watering schedule as soon as it is complete. President Vanderveen inquired about the wooden furniture that staff has been working on, wondering if it has been delivered and installed at Library Playground. Supt. Culp explained that the concrete pad where the furniture will be placed has just been poured so we are allowing time for it to set before we place the heavy furniture on the pad. Executive Director Lambillotte noted that we were able to use and refurbish the real tree from the property and use it for a checker board and wooden steppers. The Library Playground should be open soon. Supt. Culp then moved onto the 4th Street School Park Playground update stating that it is complete and open to the public. Staff has already begun mowing and social distancing signage has been placed at the park. Commissioner Cullen mentioned that there appears to be quite a few people at the 4th Street Park daily and that disposal has increased and seems to be overflowing at times. Supt. Culp stated that he would increase the disposal runs to this location and add an additional garbage can to help. Supt. Culp then moved onto Bricher Park Playground update stating that the trails are complete and the park is open to the public. A few minor ADA changes had to be made and the contractor is complete with the changes. The color coating of the basketball court area still needs to be complete and a minimal amount of restoration along the path. Commissioner Lenski noted that the new park signs that have gone up look really great.

COMMUNICATIONS

We have gotten our permit for the new Sunset Community Center sign and it is now in production. We hope to have it complete by the time fall programs start.

We have been attempting, unsuccessfully, to meet with School District officials to get an idea of what the fall school season will look like so we can plan for the before and after school care program. We did find out via Geneva 304 website that the fall school season will be held on alternate days. This will prove a significant challenge for the Park District as it looks to accommodate working parents who will need care on the days their kids are not in physical school. We have set a date to meet with the School District on Wednesday, July 22 and will provide the Board with an update after our meeting. Executive Director stated that we are hopeful that we can offer care in the schools and we will do our best to serve the community. The biggest challenge will be staffing and the amount of participants that we will be able to accommodate. Discussion was had among Board Members and staff.

Executive Director Lambillotte stated that she has been spending a good deal of time at Peck Farm Park helping run day to day operations and that she is happy to announce that we have found a new Manager that will be starting the beginning of August.

All staff are now back in the office and working regular schedules. COVID safety protocols are being utilized in the office, providing additional protection.

Programs continue to increase along with facility visitation as people get more comfortable with the new rules and regulations governing use. We continue to monitor and tweak procedures and protocols to provide the highest level of service under these circumstances.

The calendar of events that the Board requested is included in your packet. It includes meetings and events for July that may be of interest to you, such as our upcoming concerts and movies in the park. It also includes upcoming events, and educational opportunities through IAPD for your review. Staff is still deciding on whether or not Autumn Fair will take place this year.

FUTURE MEETINGS

Regular Scheduled Board Meeting
GPD Foundation Meeting

August 17, 2020
TBD

7:00 PM at Peck Farm Park Orientation Barn
TBD

STAFF REPORTS

MANAGER OF PECK FARM PARK INTERPRETIVE CENTER

Executive Director Lambillotte reviewed the Peck Farm Park Interpretive Center report. Hawks Hollow is open and remains busy. The Butterfly House is busy with visitors other than on extremely hot days. There are not many programs running but we are looking forward to new offerings and ideas with the new manager coming in. Everyday operations are going really well and the trails remain busy.

SUPERINTENDENT OF PARKS AND PROPERTIES REPORT

Supt. of Parks & Properties Culp reviewed his report. The hot and dry weather has created the need for increased watering. Mowing has slowed with the hot dry weather and has allowed the mow crew to help with watering. Staff completed alterations to the butterfly house to assist with Social Distancing requirements. Crews are working on pruning and general cleanup of parks including storm debris. Horticultural crews are busy. The new sign at Sunset is in production, the base should be complete this week and the sign has been ordered. Baseball and softball are up and running, staff is busy prepping fields. Staff has been assisting with the pools and repairs. The Sunset parking lot plans are included for review before moving forward. Commissioner Lenski asked for clarification on certain plants that are located on the drawing. Supt. Culp clarified what kind of plants the District is looking to include and verified that they would be low growth plants to ensure safety.

SUPERINTENDENT OF RECREATION REPORT

Supt. of Recreation Vickers reviewed her report. She stated three reports from her Recreation team will be shared later in the meeting. Many of our current programs are gaining traction. The first concert in the park was rained out and will be rescheduled soon. Ms. Vickers noted that both Fitness Centers have opened along with Sunset Community pool. While opening the pool, a leak and problem with the filtration system was discovered. Staff has been working to resolve these issues, while remaining open to the community. Since July 4th through July 13th, Sunset pool has had over 1,600 visitors. Since June 15th through July 13th, Mill Creek pool has had over 1,700 visitors. Both Fitness Centers look much different as staff has moved machines around into non-traditional spaces to be able to maintain 6ft distancing between machines and work out stations. Ms. Vickers added that staff continues to implement protocols such as social distancing, sanitizing, mask wearing, etc. Commissioner Cullen inquired about the masks that kids were required to wear on the water slides at the pool. Ms. Vickers stated that upon opening we made the determination that masks should be worn while in line. Further research and guidance from Illinois Department of Public Health allowed us to be able to interpret that water slides can be deemed as participating in an aquatic activity, therefore we are no longer making participants wear masks while using the water slides. President Vanderveen noted that she had visited the Sunset Pool and wanted to acknowledge that staff really did a great job, everything went smoothly even with all the extra work staff is doing to follow COVID-19 protocols and providing additional safety measures.

NEW BUSINESS

PLAYHOUSE 38 ANNUAL REPORT

Facility Manager Elliott Bortner presented the annual Playhouse 38 report and recommendations. Mr. Bortner stated that the fiscal year 2019-2020 was a year filled with many highs for Playhouse 38 that unfortunately came to a halt with the COVID-19 pandemic. Staff produced seven full productions, seven one- or two-week summer camps, Playhouse 38's first Kids Cabaret, hosted three new improv groups and made two trips to the North Pole with Santa Claus while showing the movie Polar Express. FY19-20 was also the debut year of the Playhouse 38 Company. Commissioner Moffatt made a motion to approve the annual report for Playhouse 38 and the recommendations contained within. Commissioner Lenski seconded. All ayes. Motion carried.

SUNSET COMMUNITY CENTER ANNUAL REPORT

Facility Manager of Sunset Community Center Jim Huetson reviewed the SCC annual report. Mr. Huetson highlighted the breakdown of memberships, member & guest usage; court usage and finances. He noted that the District was on track to meet or exceed memberships, court and facility usage and revenue before the outbreak of COVID-19. The racquetball court usage continues to show a steady decline each year. Personal training remains steady, staff is working on ways to improve in this area. Staff devised a series of campaigns designed to drive new membership sales and found the more

complicated the campaigns were, the less results were had. Mr. Huetson continued by reminding the Board that typically surveys would have been sent out to members, but due to COVID-19, staff decided to postpone. Staff plans to send surveys out to participants later this fall or early winter. Recommendations were provided in the report and discussed. Commissioner Moffat made a motion to approve the 2019-2020 Sunset Community Center Annual Report and the recommendations as presented. Commissioner Cullen seconded. All ayes. Motion carried.

STEPHEN D. PERSINGER RECREATION CENTER ANNUAL REPORT

Facility Manager Elliott Bortner presented the Stephen D. Persinger Recreation Center Annual report. Mr. Bortner highlighted and reviewed memberships, facility finances, guest usage, fitness center usage, birthday parties, open gym, Kidz Korral, fitness center programs and adult athletic leagues. Pickleball continues to see an increase in popularity each year. Mr. Bortner noted that the LED conversions are nearly complete, almost every light at SPRC is now LED. He reviewed the cost savings and shared that expenses are down 14% from last year. Bortner reviewed the recommendations with the Board. Commissioner Moffat shared ideas for alternate options that may help increase birthday parties. Other recommendations were discussed. Commissioner Moffat also asked that next year's report includes a three year timeline comparison which will help to reflect the results of COVID-19 while being able to compare to the previous year. Commissioner Moffat made a motion to approve the 2019-2020 Stephen D. Persinger Recreation Center Annual Report and recommendations as presented. Commissioner Lenski seconded. All ayes. Motion carried.

ISLAND PARK DRAINAGE PROJECT UPDATE

Supt. of Parks and Properties Culp reviewed the Island Park Drainage Project. Mr. Culp stated that the District is working on the drainage issues on Island Park. Water hits low areas and is unable to recede as the river goes down. The District is looking to install additional drainage in the low areas that would tie into the existing drainage system. This would help the low areas to recede as the river recedes, reducing the amount of time that water sits in these low areas, which in turn will help maintain the turf, landscape and keep the trails open for use. We have submitted a grant application for this project that would cover up to \$100,000 of work. Staff is working with a contractor on the preliminary engineering plans and costs associated with this project. This project would help reduce costs that we incur each year from flooding. Executive Director Lambillotte stated that flooding continues to increase each year. Trying to restore the turf is getting harder as there is not enough time for the turf to come back before another flooding event occurs. She also added that we have lost many trees. Island Park has been an icon for many years and we would like to maintain it. Commissioner Lenski added that as water spills over the trails it becomes a dangerous hazard to people trying to utilize the trail. Commissioner Cullen asked if the existing drainage system can accommodate additional drainage added to it. Supt. Culp explained how the drainage system works and that it could accommodate additional drainage pipes. Commissioner Lenski made a motion to move forward with the Island Park Drainage Project. Commissioner Moffat seconded. All ayes. Motion carried.

TRI-COM TOWER LICENSE AGREEMENT UPDATE

Executive Director Lambillotte stated that as a matter of housekeeping, the packet includes an updated license agreement with Tri-Com. The agreement states that the Park District will mow Tri-Com's property in exchange for utilizing their tower for our two-way radio communication within our parks department. Commissioner Moffat made a motion to approve the updated Tri-Com Tower License Agreement. Commissioner Lenski seconded. All ayes. Motion carried.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:56 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann