

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
August 17, 2020
7:00 p.m.**

CALL TO ORDER

President Vanderveen called the meeting to order at 7:04 p.m. This meeting was held at the Peck Farm Park 3-Sided Barn.

ROLL CALL

President Vanderveen called for the roll. Commissioner Cullen, Vice President Frankenthal (remote via telephone), 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 and Supt. of Finance & Personnel Christy Powell.

Guests: None

Press: None

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Moffat made a motion to approve the Regular Scheduled Meeting Minutes of July 20, 2020 as presented. Commissioner Lenski 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 July financial reports. In regards to the revenue and expenditures financial report, we are 25% of the way through the year. The District received its 1st installment from real estate taxes. Projections were provided to the Board as to the financial impact of COVID-19. Through July 31, 2020 the estimated financial impact was a net loss of \$623,541, the actual financial impact is a net loss of \$582,968. This figure includes net loss in Kid's Zone, Preschool, fitness centers and registered programs. The projected net loss for camp and mini golf (based on Jun-July actual and August-September estimates) as compared to the prior year is \$147,254. The projected net loss for the pools as compared to the prior year is estimated to be \$8,367. However, this is very preliminary and dependent on weather which could affect future attendance. The audit is complete and will be presented to the board in September. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Lenski seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

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

CORRESPONDENCE

Executive Director Lambillotte stated numerous pieces of correspondence are included electronically in the Board Packet for review. Included were emails with positive recognition to our staff in regards to the District providing the

community with programs, facilities and offering extended camp with the start of school being pushed back to a later date.

OLD BUSINESS

PECK NORTH TRAIL PROJECT UPDATE

Supt. of Parks & Properties Culp gave an update on the Peck North Trail Project. The asphalt path is complete and the contractor is working on the restoration along the path. The shelter and solstice are complete. The contractor is finishing up the overlook deck, the seating for the solstice and the shelter. The sundial is in, the clay pavers still need to be installed. The signalized crossing still needs to go in. The cross walk at the intersection of Peck Road and Kaneville Road still needs to be complete as well.

COMMUNICATIONS

Executive Director Lambillotte shared her excitement to have Christine Shiel join the Park District team as the new Manager of Peck Farm. She stated that within the couple weeks she has been here, Christine has done a lot of good work.

A date for the Capital Planning Meeting needs to be set in October. Our Capital Planning Meeting will likely involve reprioritizing projects based on our financial standing due to COVID-19 losses.

The pool openings continue to be popular and have brought numerous positive comments to us from residents. Mill Creek Pool closed as scheduled this past weekend. Staff is working on a close date for Sunset Pool as well. Vice President Frankenthal asked why Mill Creek has already closed. Executive Director Lambillotte stated that many of our pool staff are returning to school and we are trying to be fiscally responsible as well. Discussion was had in regards to when to close the pools, staffing concerns with staff returning to school, possibility of extended hours with school getting pushed back and other factors that may contribute to the decision. Commissioner Moffat shared that he has received many positive comments and feedback from residents about the pools. Commissioner Lenski inquired about the online reservation system and whether or not we may implement that system in years to follow. Supt. of Recreation Vickers shared that staff plans to review the season as a whole and may utilize some of the new procedures for upcoming years.

Staff have received numerous positive comments about our work related to providing camp and Kid’s Zone for the community. Some of those emails were included for review in correspondence.

The task force we have formed to work on ideas for projects, programs and events that will strengthen the communication and organizational culture of the District has been working on a staff appreciation week to recognize all the innovative, creative hard work staff have been doing during the pandemic.

Fitness centers are doing well and increasing in participation. Pre-school plans to start August 31st. Staff is working on plans to offer before and after school care to accommodate the School District’s hybrid A/B schedule. Staff is also devising a plan to accommodate remote learners on full e-learning days.

FUTURE MEETINGS

GPD Board Regular Meeting	September 21	7:00 p.m.
GPD Foundation Meeting	TBD	TBD

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Culp presented his report. Staff continues mowing and trimming as needed. Four to five crews are out watering daily. Staff has been busy replenishing the engineered wood fiber mulch in the playgrounds. Increased wasp problems has staff completing periodic park and playground checks for nests. A compost bin has been installed at the Community Gardens and staff plans to install a total of 3 bins within the next couple years. Staff is continuing to sanitize and clean a couple times a day. The log couch and furniture has been installed at Library Park. Commissioner Cullen and Commissioner Moffat both stated that the log couch looks amazing. A couple more

of the new park signs have been installed. Staff has completed the woodland clearing at Weaver Park. The Eagle Scouts helped with the installation of the Disc Golf Tee on Hole 9 and mulched in the disc golf trails in the woodlands at Wheeler Park. Staff has completed the installation of the concrete foundation for the Sunset Marquee Sign. The contractor has ordered the sign and staff is in the process of running electric. We anticipate the Marquee Sign will be complete in September.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Fall program registration began on August 11th with non-resident registration taking place August 18th. Staff is working on the winter brochure. Summer camps continue to run; many compliments and expressions of gratitude have been submitted by participants. Playhouse 38 hosted the children's production of the Lion King Jr. outdoors. Special events have ended for the summer. Our last concert in the park was held last week with roughly 200 participants while providing ample space for social distancing. This year the District implemented BYOB for the concerts and received many positive comments. Staff has begun brainstorming ideas for upcoming fall events as we anticipate strict safety guidelines still being in place. We plan to hold the annual 5k race in September with staggered starts, limited on-site registrations and a virtual after party. Fall events will present challenges, but given the opportunity we are motivated to host as many special events as possible while remaining safe. The number of pool visitors was shared along with the overall revenue for 2020. The staff was recognized in the StarGuard Elite Newsletter for receiving a 4-star award. Since then, we have received our second audit and received a 5-star award. Vice President Frankenthal stated how proud he is of the staff and that they should all be recognized for their hard and dedicated work. Supt. Vickers thanked Vice President Frankenthal and stated that she would share that with her staff. Ms. Vickers stated that Stone Creek Mini Golf continues to do really well in participation and revenue. Fitness centers are doing well, participation is steady. The Sunset Fitness Center averages 60 participants a day while the Stephen Persinger Center averages around 100 participants a day. Staff has begun to offer pickleball and open gym in a restricted manner for our participants.

MANAGER OF PECK FARM PARK INTERPRETIVE CENTER

Executive Director Lambillotte stated that the District has done some re-organization and Peck Farm will now be another facility that is part of the Recreation Department. Executive Director Lambillotte reviewed the Peck Farm Park report. The park has been very busy with rentals. Many of these rentals have been from rescheduled parties and weddings. The Butterfly House and Hawks Hollow remain busy. The Butterfly House opened on July 3rd and has seen over 4,000 visitors. Visitation remains around 50% lower than last year. The Butterfly House is scheduled to remain open until September 19th. Over the winter, staff plans to make some updates and improve the Butterfly House vestibules.

NEW BUSINESS

AUDIT TRANSFER – RESOLUTION #2020-05

Supt. of Finance & Personnel Powell stated that at the end of each fiscal year, the District transfers a portion of any surpluses remaining for the year from the General and Recreation Fund to the Capital Fund in the form of an Audit transfer. It is anticipated that next year the audit transfer will be much lower if any at all. The District may have to defer Capital Projects or utilize fund balance. She then reviewed the breakdown of the \$1,300,000 transfer highlighting different projects the funds will be used for with the remaining funds going into the individual funds' respective fund balance. The capital projects to be funded by the audit transfer include: Peck Farm North Trail Master Plan Project, Wheeler Tennis Court renovation, playground & equipment replacements and vehicles & equipment. Commissioner Lenski made a motion to approve the Audit Transfer Resolution #2020-05 authorizing transfer of unexpended funds. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal (remote)-aye, Lenski-aye, Moffat-aye and VanderVeen-aye. Five ayes. Motion carried.

SURPLUS PROPERTY DISPOSAL RESOLUTION #2020-06

The resolution grants the Park District formal permission to dispose of surplus property. The property is often traded in for replacement vehicles or equipment, auctioned off, recycled or simply disposed of. President VanderVeen inquired about the play equipment disposal. Supt. of Parks and Properties Culp stated that both sets of play equipment were offered to Kid's Around the World. One of the sets was able to be refurbished by Kid's Around the World, the other set was unable to be used. Commissioner Moffat made a motion to approve the

Surplus Property Disposal Resolution #2020-06 as presented. Commissioner Lenski seconded. A roll call vote was taken. Cullen-aye, Frankenthal (remote)-aye, Lenski-aye, Moffat-aye and VanderVeen-aye. Five ayes. Motion carried.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 7:49 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann