

GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
September 21, 2020
7:00 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:02 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Vice President Frankenthal (via telephone), Commissioner Lenski, Commissioner Moffat and President VanderVeen 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, Recreation Supervisor Kelly Wales and Manager of Peck Farm Park Christine Shiel.

Guests: Monika Adamski from Lauterbach & Amen, LLP.

Press: None

HEARING OF GUESTS

Supt. of Recreation Nicole Vickers introduced Christine Shiel as the new Manager of Peck Farm Park. Ms. Vickers shared that in the short amount of time here, Christine has shown creativity and passion for her work. Christine Shiel thanked Ms. Vickers and noted staff has been extremely helpful and welcoming and that she looks forward to working here.

READING OF MINUTES

Commissioner Lenski made a motion to approve the Regular Scheduled Meeting Minutes of August 17, 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 August financial reports. We are 33% through the fiscal year with revenue and expenses. The District received the 2nd installment of Real Estate taxes in September. Included were financial projections through the end of the fiscal year. The projections use year-to-date financial results through August 31 and estimates the remaining 8 months of the year. Based on current registration and fitness numbers we anticipate registrations to be down approximately 50% and fitness center revenues to be down approximately 25%. The current projections show that despite being sharply down in the recreation fund that when combined with the General Fund we should have a net surplus available for the FY21 audit transfer to the CIP of approximately \$750,000 whereas an audit transfer of \$1.4M was budgeted in the CIP. Staff will discuss potential projects to defer to make up the shortfall at the upcoming Capital Planning Meeting. The District received its second quarter unemployment benefit statement totaling \$47,000. The District received word from Unemployment Consultants that because all amounts were COVID-19 related, the District does not owe any money. The Federal Government is paying 50% and the State of Illinois is paying the other 50% of COVID-19 related charges. Mrs. Powell added that the District is applying for grant money through the Kane County Cares Act IGA and also through FEMA to recover some of the COVID related costs. 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

Commissioner Moffat made a motion to approve the agenda with the exception of moving the Audit FY 2019-2020 under New Business to be discussed before Correspondence. Commissioner Lenski seconded. All ayes. Motion carried.

AUDIT FY 2019-2020

Monika Adamski from Lauterbach & Amen, LLP was present and reviewed the FY 2019-20 Audit Report. She noted that due to COVID-19, the audit was entirely remote. Ms. Adamski pointed out that the District received another Certificate of Achievement Award this year and noted that the District also received an unmodified opinion which is the highest opinion that Lauterbach & Amen can give. This year there was no need for a Management Letter. The audit presents the financial position and operational results of the District. The income statement was reviewed and discussed. Ms. Adamski highlighted the Management's Discussion and Analysis for the year ending April 30, 2020 and reviewed various pages in the report. Commissioner Moffat made a motion to approve the Geneva Park District Comprehensive Annual Financial Report for the Fiscal Period ending April 30, 2020 as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CORRESPONDENCE

Executive Director Lambillotte shared that correspondence was included electronically again this month. The correspondence included emails thanking staff for their dedicated work during these times, letters from our Senators in response to the COVID-19 pandemic and the Cares Act and also articles about the upcoming Hustle S'more 5K race and the pools.

OLD BUSINESS

SUNSET COMMUNITY CENTER PARKING LOT IMPROVEMENT PROPOSAL

Supt. Culp reviewed the Sunset Community Center Parking Lot Improvement Project. Mr. Culp stated that the District has taken this project on as a phased approach. The entrance way currently does not meet ADA regulations. Staff has worked with Engineering Resource Associates to address these ADA issues. The Engineer's Cost Estimate was approximately \$373,000. Staff recommends the Board of Commissioners approve the bid proposal from Geneva Construction for the Sunset Community Center parking lot improvement project. Staff received 10 bids from contractors. Geneva Construction came in as the low bid. Mr. Culp noted that the District has done work with Geneva Construction in the past. Executive Director Lambillotte noted that funds for this project are coming out of the Special Recreation Fund. After some discussion, Commissioner Moffat made a motion to accept the proposal from Geneva Construction in the amount of \$284,728.50 for the Sunset Community Center Parking Lot Improvement project as presented. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

The Annual Capital Planning meeting with the Board is set for October 14th at 4:00 PM. At this meeting, we will likely be spending a great deal of time discussing our budget deficit due to the pandemic and what affect that will have on the Capital Project Budget. Staff has already met to discuss some projects that can be moved or put off that will be shared at the Capital Planning meeting. Commissioner Moffat added that any projects we can have ready to move on if Grant money becomes available would be a good start during these times.

A calendar of events and meetings is included in the packet. It includes meetings and events for September and October that may be of interest.

Autumn Fair took place over the weekend as a scaled back event that invited residents to enjoy a fall festival on a smaller scale, following present guidelines as they relate to outdoor events. We solicited time slots, similar to how we ran the pool and the event sold out in less than a day.

Library Park is complete and playground usage has been very high. It has been rewarding to see so many adults utilizing the outdoor seating areas.

Typically, at this time of year staff would be attending the National Conference but with the pandemic, we have suspended most training and conference expenditures. Staff continues to look for ways to minimize expenditures

during the pandemic. The District continues to work toward offering programs and events for the community to engage in while remaining fiscally responsible.

Peck Farm North is near completion. We need to set a ribbon cutting date and invite our legislators and other community members to join us in celebrating this spectacular recreational opportunity.

The Governor has mandated that November 3rd, voting day, be a state holiday this year requiring that all government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for election day services or as a polling place. For that reason, full time staff will have an extra paid holiday this year. Our fitness center will remain open and Sunset will also serve as a polling place. Programs will be cancelled that day as well to follow the school calendar which is our typical procedure.

FUTURE MEETINGS

Capital Planning Meeting	October 14	4:00 pm	TBD
October Board Meeting	October 19	7:00 pm	Sunset Community Center
Foundation Meeting	TBD	TBD	TBD

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Mowing is starting to pick up with the rain and cooler temperatures. Crews are busy weeding and cleaning annual and shrub beds. Staff has completed some general repairs including split rail fence repairs at various parks and asphalt repairs at Moore Park and Fox River Trail. Tree pruning and general cleanup of parks is ongoing. Staff attended a playground accessibility webinar to learn more about play surface accessibility requirements. Additional new park signs have been ordered and will be installed soon. The asphalt driveway to Peck has been replaced along with the installation of the kiosk in the Peck Courtyard. Crews are busy dragging and prepping fields for games. The laser grader has helped with drainage issues on fields. Crews are cleaning up and making improvements when time permits. Mill Creek and Sunset Pools are closed and staff is working on repairs. Moore Park Sprayground is still open as weather permits. Staff has been working on Black Locust management and spraying re-sprouts at the Weaver woodland restoration. Staff has been mowing burn breaks in preparation for the burn season that is ahead of us. Staff plans to burn pollinator beds this year. President VanderVeen suggested sending out burn notices to residents to make them aware. The Peck North OSLAD project is close to completion.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Fall registration is complete and staff is in the midst of planning programs for the winter season. Pools are closed. Winterization, along with other maintenance projects are ongoing at Sunset and Mill Creek pools. The Board will recall a projected aquatic budget was presented in June to demonstrate the estimated losses the District would incur in opening up the pools for the season. While definitive expenses are not available, as more invoices will be processed, staff feels confident the actual loss will be much lower than previously presented. The lifeguard staff finished out the year with a perfect 5 star audit. Ms. Vickers noted that Joey Kalwat, our Aquatic Supervisor, did a remarkable job in overall operations despite challenges COVID presented. Autumn Fair was held on Saturday, while the event was downsized in limiting the number of participants and implementing new procedures, the event was successful. The Hustle S'more 5k is scheduled for Sept 26th and has solid registration. Both fitness centers usage is significantly down. Revenue is down as well, yet not as much as we anticipated. As weather changes we are hopeful usage will increase. Staff is working on offering a new membership campaign. Stone Creek Mini Golf entertained over 12,000 people this summer. To date, mini golf has received nearly 70% of the projected revenue. Hawks Hollow remains a popular site for children. The Butterfly House closed this past weekend. In gratitude of all the great volunteers, an appreciation reception will be held on September 24th. Event rentals continue to gain traction as people are looking for outdoor venues to host activities. Ms. Vickers ended by noting how staff did a tremendous job this summer with all the obstacles that COVID presented and made safety a priority amongst our staff and participants.

NEW BUSINESS

SAFETY REPORT REVIEW

Supt. of Recreation Vickers reviewed her report. Each month our safety committee reviews the accident reports for the District, as well as certificates of insurance. Supt. Vickers stated that accident reports were down in comparison to the same period last year, as a direct result of having our facilities closed and lower participation in programs. Supt. Vickers noted that over the past several months, staff has been heavily focused on safety related procedures to safely operate programs and facilities during the pandemic. Ms. Vickers also added that the District has completed prescribed burns, reacted to flooding issues, confined space training, chainsaw training and successful pool audits. Vice President Frankenthal asked if there was a way to eliminate confined spaces throughout the District. Supt. Vickers stated that the confined spaces that we have cannot be eliminated without significant cost.

BEFORE & AFTER SCHOOL PROGRAM REPORT

Recreation Supervisor Kelly Wales was present to review the Before & After School program report. Mrs. Wales gave an overview of the program. Mrs. Wales stated that we just completed our eleventh year. The year ended with 419 participants, which is an increase from last year. The District had an overall net profit of 9%. Mrs. Wales noted that prior to the COVID-19 pandemic, our projections for revenue were exceeding the 2018-19 school year. Due to the school district not resuming in person learning, we processed refunds for the remainder of the school year totaling \$284,584. The main expenses for this program are the school rental fees, staff salaries, administrative expenses, trainings, supplies & site snacks for the kids. Looking at our fees, the community feels that in comparison to other similar programs we are reasonably priced. Mrs. Wales included many emails and compliments from participants and parents in regards to our program and how staff responded during the pandemic. Staff offered many virtual programs, activities and fun during the pandemic. This year the Day Off Trips will be called Day of Fun due to trips and traveling being cancelled. Additional training for staff will be implemented this year in regards to COVID protocols and new guidelines set in place. Executive Director Lambillotte noted that Mrs. Wales stepped up and rose to the occasion this year and the District appreciates everything that Mrs. Wales was able to overcome during these trying times. Commissioner Moffat made a motion to approve the 2019-2020 Kids' Zone Board Report and the 2020-2021 recommendations as presented. Commissioner Lenski seconded. All ayes. Motion carried.

ENVIRONMENTAL REPORT CARD

The environmental report card is a self-evaluation tool provided to us through our professional association for the purpose of assessing our agency's environmental management practices. Staff has prepared this document for the Board in an effort to show our continued commitment to conservation of natural resources and the protection of our environment. Commissioner Moffat made a motion to approve the environmental report card update and the information shared within. Commissioner Lenski seconded. All ayes. Motion carried.

EXECUTIVE SESSION

Commissioner Moffat made a motion to move into Executive Session for the purpose of discussing Personnel at 8:11 p.m. Commissioner Cullen seconded. All ayes. Motion carried.

The board returned to the regular meeting at 8:20 p.m.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:20 p.m. Commissioner Cullen seconded. All ayes. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann