

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
October 19, 2020
7:00 p.m.**

CALL TO ORDER

President Susan VanderVeen called the meeting to order at 7:05 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Vice President Frankenthal, 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 and Supt. of Finance & Personnel Christy Powell.

Guests: Red Ribbon Week teacher sponsor Ashley Andreuccetti and Geneva High School students Julia Thompson and Tori Cornelson.

Press: None

HEARING OF GUESTS

Executive Director Lambillotte welcomed the members from Geneva High School that were present to share information about Red Ribbon Week. Geneva High School SADD Club members Julia Thompson and Tori Cornelson spoke to the Board about the purpose of the Red Ribbon Week program and thanked the Board for their continued support.

READING OF MINUTES

Vice President Frankenthal made a motion to approve the September 21, 2020 Regular Meeting Minutes and the October 14, 2020 Capital Improvement Planning Meeting Minutes as presented. Commissioner Lenski seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the September financial reports and updated the board on the receipt of the 2nd real estate tax installment. Ms. Powell noted that revenue and expenditures are where we expected to be due to COVID-19. The quarterly debt service report was also included in the packet. The District anticipates hearing about funding from the Kane County Cares Act soon. We are also waiting to hear about the funding from FEMA. Executive Director Lambillotte stated that a Special Meeting may need to be scheduled if we receive word from Kane County in regards to the Cares Act Funding. 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

None

OLD BUSINESS

RED RIBBON WEEK RESOLUTION

Representatives of Red Ribbon Week were present at the board meeting to present information to the board and staff. President VanderVeen read aloud the Red Ribbon Week Resolution. Commissioner Moffat made a motion to approve the resolution supporting Red Ribbon Week of 2020-2021 as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

GROUND WATER MONITORING WELLS

Supt. of Parks & Properties Culp reviewed details of Waste Management of Illinois (WMIL) requesting to install ground water monitoring wells in Esping and Jaycee Parks. WMIL is starting Phase 3 of a groundwater investigation requested and approved by the Illinois EPA. The monitoring wells will help determine if any runoff from the landfill is leaching into the groundwater. After some discussion, Commissioner Moffat made a motion to approve the installation of the monitoring wells at Stanley A. Esping Park and Jaycee Park to allow WMIL to monitor the groundwater for possible runoff from Settler's Hill Landfill. Commissioner Lenski seconded. All ayes. Motion carried. President VanderVeen wanted to make mention that this project will not cost the Park District anything, all costs associated with the ground water monitoring wells will be absorbed by WMIL.

SUNSET PARKING LOT UPDATE

Supt. of Parks & Properties Culp reviewed the status of the Sunset Parking Lot. The project is moving right along on schedule. Sidewalks are scheduled to be poured by the end of the week along with curb and concrete work. The light pole should be installed tomorrow. Paving is scheduled to start next week. The front entrance should be complete and reopened for the upcoming Election as we are a polling place. Executive Director Lambillotte noted that the contractors are diligently working all day. Staff is working on signage and sending out correspondence via email to keep residents informed of the construction going on and where access and parking is located around the building.

COMMUNICATIONS

The Capital Planning Meeting with the Board was held on October 14th. Staff and Board worked together to prioritize many capital projects, refine our 10 year Capital Plan and discuss the financial implications of COVID-19 for the Geneva Park District. After the meeting a resident came in and expressed a desire for more pickleball courts to be added around the District as part of a Capital Project. Executive Director Lambillotte stated that prior to the pandemic the District had planned to expand pickleball, however, plans to add more courts have been pushed off. The resident made note that he appreciated the additional pickleball lines that have been added to some of our outdoor tennis courts and also happy that it remains on the radar as a future project.

While we have suspended Park Foundation operations due to the pandemic, we have gone ahead with our Annual Giving Tree Letter. This fundraiser typically brings in approximately \$10,000 in funding for the Foundation. The Foundation has already received \$7,000. Residents have really shown the appreciation of our parks through this pandemic.

The District has made the decision to cancel our Holiday Party this year due to the pandemic. The leadership team is looking for a safe and economical way to celebrate the Holiday with staff and the Board.

Supt. of Finance & Personnel Powell will be attending the Legal Symposium virtually on November 5th and will share information obtained with staff and the Board.

The IAPD/IPRA Soaring to New Heights Conference will be January 28-30, 2021. Due to the current pandemic, the conference will be held virtually this year. Additional details such as registration and pricing will be shared as information is released.

A Recreation Committee meeting was scheduled for November 9th. Commissioner Lenski and Commissioner Moffat are on the committee and will be in attendance.

The Annual Chamber of Commerce dinner and awards banquet will be held virtually this year and is scheduled for November 12th. More details will be shared with the Board as they become available.

FUTURE MEETINGS

Recreation Committee Meeting (Pat Lenski & Jay Moffat)	November 9, 2020	4:00 PM
Regular Scheduled Meeting	November 16, 2020	7:00 PM
Foundation Regular Scheduled Meeting	TBD	TBD

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Staff is busy mowing, tree trimming and prepping for fall events. Annual beds are cleaned up for the fall. Stone Creek Mini Golf is closed and has been winterized. Staff is approximately 1/3 of the way through aerating, topdressing and over seeding parks. Fall maintenance has begun on all vehicles. Staff is preparing for ice rink setup. Several staff attended a virtual parking lot and sidewalk de-icing seminar in hopes of minimizing salt usage. Vice President Frankenthal asked if the District uses beet juice. Supt. Culp stated that a couple of different liquid applications are used. Both pools have been closed. Sunset pool has been winterized and Mill Creel pool is scheduled to be winterized this week. Staff has installed lighting in the 3 sided barn at Peck Farm, this should help with evening programming and rentals. Burn breaks have been mowed and staff is preparing for the upcoming burn season. The contractor is finalizing the finishing details on several elements for the Peck North OSLAD project and is working on the installation of the crossing beacons for the crosswalk between Peck Farm North and South. The interpretive signs need to be completed and installed. The Wheeler operations roof coping installation is complete. Staff installed ducts for fiber optic installation to SPRC and Sunset and is waiting for Metronet to schedule the installation.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. The Recreation Committee Meeting was scheduled for November 9, 2020 at 4:00 p.m. The winter brochure is underway. Pizza Palooza is scheduled for October 26th to kick off Red Ribbon Week and staff is busy preparing for Halloween events. The Halloween Hayday and the Dog parade is scheduled to take place this weekend out at Peck Farm Park. Harvest Hustle 5k race looked different this year with the introduction of waves and additional safety procedures which allowed over 200 runners to participate. Escape the Mansion was held at SPRC this year and allowed for adequate social distancing. The event required pre-registration and was hosted as a touchless event with QR codes used to figure out clues. Escape the Mansion was successful with 50 more participants than the previous year. Playhouse 38 has an upcoming children’s production of “Beauty and the Beast Jr” that is slated to take place on October 22-25 at Sunset Community Center. The audience will be limited to 50 people and masks will be required. SPRC & SRFC memberships & revenues were also reviewed. There has been a decrease in revenue and foot traffic at both SPRC and SRFC due to COVID. Stone Creek Mini Golf is closed. In total for the season, 13,034 people were able to enjoy a round of mini golf which equated to a revenue of nearly \$69,000. In June the board was presented with an estimated net loss of \$220,000 for operating both Sunset and Mill Creek pools. Considering additional expenses that will be incurred this fiscal year while fall shutdown is still underway, we anticipate a total combined loss to be less than \$75,000. Executive Director Lambillotte noted that the SPARK enrichment day camp started this week with 12 kids. Staff is hopeful that more participants will enroll. Staff is also reassessing how we can offer and run the program if the School District moves to all E-Learning. Commissioner Moffat asked if discussing staffing as it relates to a possible shutdown from COVID should be discussed in Executive Session. Executive Director Lambillotte stated that can be discussed if the Board so chooses in Executive Session.

NEW BUSINESS

FVSRA MEMBER CONTRIBUTION REQUEST

Executive Director Lambillotte stated the levy request for the Fox Valley Special Recreation Association for this year is being proposed with an increase of 2%. Staff feels this is fair and reasonable. Commissioner Moffat made a motion to approve the proposed FVSRA member contribution increase of 2% for the 2021/22 budget year. Vice President Frankenthal seconded. All ayes. Motion carried.

TAX LEVY ORDINANCE #2020-07 (first draft)

Superintendent of Finance & Personnel Powell advised that this is the first draft of the tentative levy ordinance for next year. She reviewed the timeline and how the numbers are calculated for this Tax Levy Ordinance. The levy will be available for public review and will be reviewed again by the Board in November. It will be presented for final approval in December with a public hearing. The ordinance must be filed by the last Tuesday in December.

IAPD CREDENTIALS CERTIFICATE

The Board and staff reviewed the resolution on credentials regarding attendance at the annual meeting of the Illinois Association of Park Districts on January 30, 2021 which will be held virtually this year due to COVID-19. Vice President Frankenthal made a motion to approve the IAPD Credentials Certificate with Commissioner Moffat to be the District's delegate and Executive Director Lambillotte as our 1st alternate. Commissioner Lenski seconded. All ayes. Motion carried.

POLICY MANUAL UPDATE

Executive Director Lambillotte stated that as a matter of housekeeping, department heads & staff have all reviewed the following to include more accurate information of current procedures: Financial Procedures Policy, Investment Policy and Job Descriptions. After some discussion, Vice President Frankenthal made a motion to approve the Financial Procedures Policy, Investment Policy and Job Descriptions as presented. Commissioner Moffat seconded. All ayes. Motion passed.

EXECUTIVE SESSION

Commissioner Moffat made a motion to move into Executive Session for the purpose of discussing Personnel at 7:56 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

The board returned to the regular meeting at 8:24 p.m.

ADJOURN

Commissioner Lenski made a motion to adjourn the meeting at 8:24 p.m. Commissioner Moffat seconded. All ayes. Motion carried

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann