

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
November 16, 2020**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:01 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen (remote), Vice President Frankenthal (remote), Commissioner Lenski (remote), Commissioner Moffat (remote) and President VanderVeen (remote) all answered present.

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

Guests: Frank Parisi (remote) from Williams Architects

Press: None

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveeen 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. Commissioner Cullen made a motion to approve and adopt the temporary public comment rule. Commissioner Moffat seconded. All ayes. Motion carried.

HEARING OF GUESTS

None

READING OF MINUTES

Vice President Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of October 19, 2020, the Special Meeting of November 5, 2020 and the minutes from the Recreation Committee Meeting of November 9, 2020 as presented. Commissioner Cullen seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat acknowledged and applauded staff members for obtaining their Certified Parks & Recreation Professional certification. Commissioner Moffat made a motion to approve the claims and accounts as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance and Personnel Powell reviewed the October Financial reports. Ms. Powell noted that the District is 50% through the fiscal year and given what we expected with COVID, we are close to what was projected. The Limited Bond Issuance timeline and details were discussed. Commissioner Moffat made a motion to approve the Treasurer's Report and Supt. of Finance Report as presented. Commissioner Cullen 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**

TAX LEVY ORDINANCE #2020-07 (2<sup>nd</sup> Draft)

The first draft of the tax levy ordinance was presented at the October Board meeting and it remains unchanged. Ms. Powell noted that Commissioner Moffat noticed a mathematical error in the supplemental information which made the tax rate appear to be higher than it actually is. The public hearing regarding the tax levy will be held at 7:00 p.m. on December 14<sup>th</sup> during the regularly scheduled board meeting. The legal notice for the meeting is published in late November.

SUNSET RACQUETBALL & FITNESS CENTER RENOVATION

Executive Director Lambillotte stated that the District has decided to hold off on capital projects until we have financially recovered fully from COVID. The Board and staff made a decision to prepare grant applications for the Sunset Racquetball & Fitness Center Renovation should one become available. Frank Parisi from Williams Architects discussed and reviewed different options and amenities for the project. After some discussion, the Board narrowed down and agreed to move forward with options 3, 4A and 4B to present and obtain public input. Public input and meetings will be held before moving forward in the grant application process.

COMMUNICATIONS

In an effort to conserve on costs, Supt. Powell attended the annual Legal Symposium virtually and reviewed many pertinent topics and legislation that affects the District and is preparing to share information with the Leadership Team.

Director Lambillotte informed the Board that staff are in the process of updating the District’s short and long range goals and objectives.

Staff has been busy preparing to implement Tier 3 guidelines as dictated by the State and are keeping a watchful eye on additional measures that may be put in place due to the increase of COVID cases over the past month.

Plans are being made for the GPD Foundation and the NRC to begin preparing for a virtual version of the annual Wine, Cheese and Trees fundraising event scheduled to take place in February of 2021.

Staff met with Upland Design and Williams Architects to begin the process of preparing grant applications for pickleball courts, the Mini Golf Hut renovation, the Sunset Racquetball Fitness Center renovation and the Sunset Pool Bathhouse renovations should any grants become available for those projects over the next year.

We have received word from the state that the District will be receiving grant funding for the drainage project at Island Park in the amount of \$100,000.

FUTURE MEETINGS

Regular Scheduled Meeting	December 14	7:05 P.M.
Public Hearing – Tax Levy	December 14	7:00 P.M.
Foundation Regular Scheduled Meeting	TBD	TBD

**STAFF REPORTS**

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. The winter brochure has been released with resident registration beginning December 8<sup>th</sup>. Staff has made necessary changes due to the new Tier 3 mitigations, the biggest change has been a 10 person maximum for programs. The District is actively looking into the future and planning for any additional mitigations that may come into play. Halloween Hayday and the Houl O’Ween Dog Parade both took place successfully at Peck Farm Park. Plans are underway for the Polar Express. Given the limitations on indoor dining, and the removal of group travel through Metra, staff has taken the opportunity to rethink the event in which Santa will show up to individual homes delivering Christmas cheer and special treats for children. Vice President Frankenthal stated this is a great idea and kudos for thinking outside the box. Work continues on completion of the interpretive signs for the trail at Peck North. Staff has made progress on building a ticket module which will allow people to register online and be able to select their community garden plot by viewing a site map. The Kane County Certified Naturalist Program is moving forward with classes offering in-

person, hybrid and remote options to adhere to safety guidelines and the comfort level of participants. The SPRC & SRFC membership & revenue figures for BestLife Fitness were reviewed.

#### SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks & Properties Culp reviewed his report. Fall cleanup of landscape beds is almost complete. Staff is installing concrete pads for garbage cans in the parks. Staff is replenishing play surfaces in playgrounds. Staff is painting the fence railing and hut at Mini Golf. The District received an additional 15 park signs and have begun installing them. Gator bags are being removed from trees. The Butterfly House is closed and the netting has been removed and stored for winter. Community Gardens will be receiving manure to be tilled into the soil for the upcoming season. The newly constructed compost bin has been highly utilized. Staff installed 9 memorial trees and are working on 5 memorial benches. Concrete pads have been installed at Eagle Brook to prevent erosion in high traffic areas. The Sunset Community Center parking lot paving project is complete. Staff is working with Metronet on fiber installation. Contractor is working on the crossing beacons for the crosswalk between Peck Farm North and South. Walked through both pools and made a winter maintenance list. The fall burn season has begun. Staff successfully burned Peck North and Randall Square with more burns scheduled later this week. The District received notice that we received funding for the Island Park Drainage Project. Director Lambillotte noted that the District continues to look for ways to lower exposure to COVID. Ms. Lambillotte also mentioned that staff has identified that they would like the opportunity to cross train in other departments and that the process of cross training has begun. President VanderVeen noted that there is a sign that is cracked over at Peck North. Supt. Culp explained that those signs are temporary and the new permanent signs have been ordered and will be much sturdier.

#### RECREATION COMMITTEE MEETING REPORT

Supt. of Recreation Vickers reviewed the Recreation Committee Meeting report and recommendations. The Committee included board members Pat Lenski and Jay Moffat, as well as, all Recreation staff. Ms. Vickers noted that due to COVID, no spring programs were offered. She discussed the highlights of the summer programs including concerts in the park, the introduction of outdoor fitness and Playhouse 38 outdoor productions. Ms. Vickers noted that we were one of the few Districts to start a camp program as scheduled and managed to run a fun and safe camp without any COVID interruption or cases. The camp program had 222 participants. Separate reports were presented with revenue and expenditure breakdowns for 2020 Spring & Summer programs, and 2020 Summer Day Camp. Recommendations were presented. Commissioner Lenski made a motion to approve the Recreation Committee Report for spring and summer 2020 and recommendations for 2021 as presented. Commissioner Moffat seconded. All ayes. Motion carried.

#### NON-RESIDENT TRACK PASS RATES

Supt. of Recreation Vickers stated that there have been requests from non-residents in regards to allowing non-residents to purchase monthly and/or annual track passes. Ms. Vickers reviewed pricing and availability for non-resident track passes that staff is recommending. After some discussion, Commissioner Moffat made a motion to approve the Non-Resident Track Pass Rates as presented. Vice President Frankenthal seconded. All Ayes. Motion carried.

#### SMOKING – TOBACCO FREE POLICY

Executive Director Lambillotte recommended that we implement a District wide smoke free policy. She stated that the District currently has a policy that includes no smoking in and around facilities. Many surrounding Districts have implemented this policy and staff would like to extend the tobacco free/smoke free policy to all facilities and parks. Commissioner Moffat made a motion to approve the No Smoking-Tobacco Free Policy as presented. Commissioner Cullen 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: Operations Procedures, Park Ordinance, Bloodborne Pathogens, SPRC and SCC. After some discussion, Vice President Frankenthal made a motion to approve the Operations Procedures, Park Ordinance, Bloodborne Pathogens, SPRC and SCC as presented. Commissioner Moffat seconded. All ayes. Motion passed.

EXECUTIVE SESSION

At 9:07 p.m. Vice President Frankenthal made a motion to go into Executive Session for the purpose of reviewing executive session minutes and discussing personnel. Commissioner Moffat seconded. All ayes. Motion carried.

At 9:37 p.m. the Board returned to the Regular meeting from executive session. Commissioner Moffat made a motion to approve executive session minutes dated May 18, 2020; June 15, 2020; September 21, 2020 and October 19, 2020 as presented; and approve the release of executive session minutes dated March 7, 2017 and September 21, 2020 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Commissioner Lenski seconded. All ayes. Motion carried.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 9:39 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann