

**GENEVA PARK DISTRICT
PUBLIC HEARING
Tax Levy Ordinance #2020-07
December 14, 2020
7:00 P.M.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:00 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 (remote), Administrative Assistant Brynn Pattermann (remote), Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp (remote), Supt. of Finance & Personnel Christy Powell and Aquatics & Recreation Supervisor Joey Kalwat.

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen 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 or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Vice President Frankenthal made a motion to approve and adopt the temporary public comment rule. Commissioner Moffat seconded. A roll call vote was taken with all in favor. Motion carried.

Press: None

Guests: None

TAX LEVY ORDINANCE #2020-07

President VanderVeen opened up the floor for questions regarding the ordinance. Supt. Powell reviewed the tax levy ordinance.

HEARING OF GUESTS

None

At 7:05 p.m. Commissioner Moffat made a motion to adjourn from the public hearing meeting. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

With no public comment, President VanderVeen closed the Public Hearing at 7:05 p.m.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
December 14, 2020
7:05 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:05 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 (remote), Administrative Assistant Brynn Pattermann (remote), Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp (remote), Supt. of Finance & Personnel Christy Powell and Aquatic and Recreation Supervisor Joey Kalwat.

Press: None

Guests: None

ADOPT TEMPORARY PUBLIC COMMENT RULES

President Vanderveen 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 or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Vice President Frankenthal made a motion to approve and adopt the temporary public comment rule. Commissioner Moffat seconded. A roll call vote was taken with all in favor. Motion carried.

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of November 16, 2020 as presented. Vice President Frankenthal seconded. A roll call vote was taken with all in favor. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat made a motion to approve the claims and accounts as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Powell reviewed the November financial reports & stated two CD's that the District shares with the School District have matured and were renewed for another term. The District is 58% through the fiscal year and on track. The COVID projections are trending where we had expected them to be, however due to the latest changes in mitigation, our programs have been affected and refunds will be issued. Executive Director Lambillotte noted that in January, an updated COVID projection will be shared with the Board. Ms. Powell stated that a BINA meeting is scheduled in January along with the BINA Resolution. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

APPROVAL OF THE AGENDA

Vice President Frankenthal made a motion to approve the agenda as presented. Commissioner Moffat seconded. A roll call vote was taken with all in favor. Motion carried.

CORRESPONDENCE

Executive Director Lambillotte stated that there were numerous positive comments and emails included electronically for the Board to review. All the Board Members expressed their gratitude and thanked staff for their continued dedication, hard work and innovation during the past year with the ever-changing obstacles that have been presented during the pandemic.

OLD BUSINESS

TAX LEVY ORDINANCE #2020-07

Supt. of Finance & Personnel Powell stated this is the third draft of the ordinance presented to the board and it has remained the same. There have been no changes made to the ordinance since the October board meeting. The ordinance will be filed with the Kane County Clerk before the last Tuesday in December. Commissioner Moffat made a motion to approve the Tax Levy Ordinance #2020-07 as presented. Vice President Frankenthal seconded. Roll call vote was taken with all in favor. Motion carried.

SMOKING – TOBACCO FREE POLICY

President VanderVeen stated that a voice vote was taken at last month's meeting and with the virtual Open Meeting Act regulations, a roll call vote is needed to pass the Smoking – Tobacco Free Policy. Vice President Frankenthal made a motion to approve the Smoking – Tobacco Free Policy as presented at the November 16, 2020 Board Meeting. Commissioner Moffat seconded. A roll call vote was taken with all in favor. Motion carried.

POLICY MANUAL UPDATE: OPERATIONS PROCEDURES, PARK ORDINANCE, BLOODBORNE PATHOGENS, SPRC & SCC

President VanderVeen stated that a voice vote was taken at last month's meeting and with the virtual Open Meeting Act regulations, a roll call vote is needed to pass the Policy Manual Updates for the Operations Manual, Park Ordinance, Bloodborne Pathogens, SPRC and SCC. Vice President Frankenthal made a motion to approve the Policy Manual Updates for the Operations Manual, Park Ordinance, Bloodborne Pathogens, SPRC and SCC as presented at the November 16, 2020 Board Meeting. Commissioner Moffat seconded. A roll call vote was taken with all in favor. Motion carried.

COMMUNICATIONS

Director Lambillotte stated that the District has received the first portion of the Cares Act Funding for the money that was spent on COVID related items. Staff is gathering information to submit to the County as it relates to additional COVID relief funding.

Director Lambillotte stated the Annual Short and Long Range Plan Committee meeting will need to be scheduled in January with staff and two board representatives, Bre Cullen and John Frankenthal. A meeting was set for January 12th, 2021 at 4:00 p.m.

Staff have been working on finalizing documents associated with the \$100,000 Island Park grant project.

Staff is preparing to begin the 2021-2022 budget process as well as preparing for annual staff evaluations.

With Tier 3 mitigations still in place, staff has begun the process of refunding a number of classes for the remainder of the fall season. Plans are underway for navigating through the ever changing mitigations and how programs can successfully run. This will likely adversely affect our previous COVID 19 revenue/expense projections which we will update the Board on at our January meeting.

The District has been contacted by the UP Railroad to approve an updated appraisal of our Dryden Park property so that they may request an extension of our present temporary easement agreement.

The virtual version of Wine Cheese and Trees will be held on February 27th, 2021. Plans are being finalized and promotional materials have begun to be distributed.

Staff has planted the first 50 trees for an Oak Savannah at Peck North. An additional 50 trees will be planted this upcoming spring.

FUTURE MEETINGS

Long Range Plan Committee (Bre Cullen & John Frankenthal)	January 12, 2021	4:00 PM
Regular Scheduled Meeting	January 18, 2021	7:00 PM
Regular Scheduled Foundation Meeting	January 26, 2021	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks Culp reviewed his report. Staff members finished planting 50 trees at Peck North for the new Oak Savannah. Tennis courts are being cleared off daily as usage is still in high demand. Staff installed Christmas decorations at facilities throughout the District. The entryway pillars at Sunset Community Center have been repainted. Staff is in the process of replenishing play surfaces this winter. Three ash trees were removed at Eaglebrook this last week, staff will continue monitoring ash trees around the District. We continue looking for ways to upgrade and improve the ice pre-treatment. Staff installed railings on three box culvert bridges at Esping Park. Staff is working on the winter maintenance list. The natural boulder seating at Peck North has been installed. Contractor is working on crossing beacons for the crosswalk between Peck Farm North and South. Additional park signs are being installed. Several prescribed burns have been completed this year, totaling around 100 acres. If weather permits, staff plans to complete more burns. Staff continues working on grant paperwork for the Island Park Drainage Project.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Vickers reviewed her report. Tier 3 mitigations remain in effect for the foreseeable future. We have been able to hold a small number of programs outdoors and were successful in transitioning certain programs to a virtual platform which included the Playhouse 38 production, and fitness programs. Fitness centers are allowed to remain open with additional measures put into place. The two most notable changes include reduction of capacity to 25% coupled with a reservation system, and mandating masks be worn at all times including while engaging in physical exercise. Preschool is still up and running, they are currently working on recording a holiday celebration to be sent out to the parents. Winter break camps can continue to operate over the 2-week holiday break. The Hello Santa calls will be made this week. Santa’s special delivery was very successful and visited over 50 households. SRFC and SPRC membership and revenue were reviewed.

NEW BUSINESS

2020 SUNSET POOL & MILL CREEK POOL SURVEYS

Aquatics & Recreation Supervisor Kalwat reviewed the surveys for both pools. The overall top box score for the entire survey at Sunset Pool was 97.07% and for Mill Creek Pool it was 98.31%. As typical with all surveys, staff evaluates the results and makes adjustments where necessary to elevate the facilities. Cleanliness of the pools and locker rooms will continue to be one of the main focuses for the upcoming season. Staff also plans to look into additional shade structures for the pools and to complete tile work at Mill Creek Pool.

2020 SUNSET POOL & MILL CREEK POOL ANNUAL REPORTS

Aquatics & Recreation Supervisor Kalwat was present to review the 2020 Annual Pool Reports. This was Sunset Pool’s 24th summer of operation and Mill Creek Pool’s 14th summer of operation, 7th managed by the Geneva Park District. Both pools were able to open successfully in record time due to the COVID pandemic. There were 15,838 unique visits between both facilities. This was the 13th summer that the District used StarGuard Elite and was given a 5 star audit in August, the highest rating that can be given. Swim lessons took place in a reduced manner with only private lessons being offered. New aqua fitness classes were offered and garnered much interest. Concession stands at both facilities did not operate in 2020 due to COVID. Mr. Kalwat reviewed the season pass fees and daily fees. The revenue and expenses were reviewed. Staff recommends to continue selling pool memberships online, cross training staff in multiple positions and continue using

StarGuard Elite as the Lifeguard certifying agency. Staff recommends increasing pool membership fees as they have not been increased for the last few years. Mr. Kalwat reviewed the recommendations for the 2021 season. Executive Director Lambillotte and Supt. Vickers recognized Joey Kalwat for a successful year despite all the challenges COVID presented stating what an excellent and valuable Supervisor he is. After some discussion, Commissioner Moffat made a motion to approve the Geneva Park District 2020 Sunset Pool & Mill Creek Pool Annual Reports with the recommendations for the 2021 season as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

2021 BOARD MEETING SCHEDULE

The regular scheduled board meetings will be held on the third Monday of the month at 7:00 p.m. except for the December board meeting, which will be held at 7:00 p.m. on the second Monday. The 2021 board meeting schedule needs to be approved and will be sent to local media as required by law. Commissioner Moffat made a motion to approve the 2021 Board Meeting Schedule as presented. Commissioner Lenski seconded. A roll call vote was taken with all in favor. Motion carried.

POLICY MANUAL UPDATE: PERSONAL TRAINING, GYMNASTICS, GIRLS & ADULT SOFTBALL, DANCE, SUMMER CAMP & KID'S ZONE

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: Personal Training, Gymnastics, Girls & Adult Softball, Dance, Summer Camp and Kid's Zone. After some discussion, Commissioner Moffat made a motion to approve the Personal Training, Gymnastics, Girl's & Adult Softball, Dance, Summer Camp and Kid's Zone as presented. Vice President Frankenthal seconded. A roll call vote was taken with all in favor. Motion carried.

EXECUTIVE SESSION

Commissioner Moffat made a motion to move into Executive Session at 8:31 p.m. for the purpose of discussing personnel. Vice President Frankenthal seconded. A roll call vote was taken with all in favor. Motion carried.

At 8:51 p.m. the Board returned to the Regular meeting from Executive Session.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:51 p.m. Commissioner Cullen seconded. A roll call vote was taken with all in favor. Motion carried.

Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann