

**GENEVA PARK DISTRICT  
PUBLIC HEARING MINUTES  
January 18, 2021  
7:00 PM**

CALL TO ORDER

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

ROLL CALL

President VanderVeen called for the roll. Vice President Frankenthal (remote), Commissioner Moffat (remote) and President VanderVeen (remote) all answered present. Commissioner Lenski was absent. Commissioner Cullen (remote) arrived at 7:03.

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

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](mailto: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. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

LIMITED BOND BINA RESOLUTION #2021-01

Supt. of Finance & Personnel Christy Powell stated the purpose of the hearing will be to receive public comments on the proposed issuance of the limited bond of \$1,750,000 to fund various capital projects. This resolution will need to be approved during the regular scheduled meeting.

HEARING OF GUESTS

None

Commissioner Moffat made a motion to adjourn the Public Hearing. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried. President VanderVeen closed the Public Hearing at 7:11 p.m.

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Secretary

Submitted By: Sheavoun Lambillotte/Brynn Pattermann

**GENEVA PARK DISTRICT  
REGULAR SCHEDULED MEETING MINUTES  
January 18, 2021  
7:05 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:12 p.m.

ROLL CALL

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

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

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](mailto:bpattermann@genevaparks.com) or leaving a voicemail at 630-262-2202 up to 15 minutes prior to convening the meeting. Commissioner Moffat made a motion to approve and adopt the temporary public comment rule. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

HEARING OF GUESTS

Executive Director Lambillotte and Supt. of Recreation Vickers congratulated and thanked Superintendent of Finance & Personnel Christy Powell for 15 years of service. Supt. of Finance & Personnel Powell thanked the Board and staff for the many years of support.

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of December 14, 2020, the Public Hearing for the Tax Levy Ordinance of December 14, 2020 and the Long Range Planning Committee Meeting of January 12, 2021 as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

CLAIMS AND ACCOUNTS

Commissioner Moffat made a motion to approve the claims and accounts as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Supt. of Finance & Personnel Powell reviewed the December financial reports. Ms. Powell stated that the December bond payments have been made and that we are 67% through the fiscal year. The District received its third quarter unemployment benefit statement, due to the charges being all COVID related, the District does not owe any money. The Federal Government and the State of Illinois are covering all costs. The District once again received a check from PDRMA for achieving accreditation in the Loss Control Review Process. Ms. Powell discussed the 2021 Limited Bond Issuance timeline in detail. Commissioner Moffat made a motion to approve the Treasurer's Report and Superintendent of Finance Report as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

## APPROVAL OF THE AGENDA

Vice President Frankenthal made a motion to approve the agenda as presented. Commissioner seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

## CORRESPONDENCE

Executive Director Lambillotte stated that a press release was included electronically for the Board to review with details of the upcoming Wine, Cheese and Trees virtual event that will be held on February 27<sup>th</sup>.

## **OLD BUSINESS**

### SAFETY COMMITTEE REPORT REVIEW

Supt. of Recreation Vickers presented the safety report reviewing the last 6 months of activity in this area. Ms. Vickers stated that there were less accident reports for this period and 27 certificates of insurance were filed. Some of the safety highlights included playground repairs, a speed table added at SPRC, completed prescribed burns and the installation of an emergency shut off switch at Moore Park. Chainsaw maintenance training was conducted along with reviewing the snow removal procedures. The safety people of the month were listed. Ms. Vickers added that safety remains the top priority as we continue to navigate through the pandemic. Vice President Frankenthal suggested conducting a fire extinguisher training for all staff. Supt. of Parks and Properties agreed that would be beneficial for staff and will get the training on the books.

### LIMITED BOND BINA RESOLUTION #2021-01

Supt. of Finance Christy Powell stated the BINA resolution is a declaration of the intention of the Park District to issue \$1,750,000 in limited bonds in February. She stated the bond issue will fund projects, such as, playground and equipment replacement; vehicles & equipment; parking lot repairs; park trail improvements; tennis court improvements; and building improvements. Commissioner Moffat made a motion to approve the Limited Bond BINA Resolution #2021-01. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

### COVID-19 FINANCIAL UPDATE

Supt. of Finance Powell reviewed the most recent projections regarding the financial impact of COVID-19. Through December 31, 2020 the District was on track with the previous projections that were provided to the Board in September. Due to the recent mitigation rules and the schools most recent pause to on-line learning for a two week period, many of the District's programs were cancelled. Updated projections show registration down 75% and fitness revenue down 65%. The District has adjusted the CIP budget to accommodate the lower audit transfer. Executive Director Lambillotte added that the second check from the Kane County Cares Act Funding is ready. Supt. of Recreation Vickers mentioned that the District has kept in touch with participants and is looking forward to bringing back in person programs and classes. Vice President Frankenthal and President VanderVeen shared their appreciation of the Park District team and commented on what an amazing job staff has done in order to navigate through this pandemic.

### COMMUNICATIONS

Staff and Committee met on January 12th to go over the Short/Long Range Plan. Documents and the minutes from the meeting are included in the packet.

In an effort to remain fiscally responsible, limited staff will virtually be attending the Illinois Park and Recreation Association Conference January 28-30.

The IAPD annual meeting will be held virtually at the IPRA Conference on Saturday, January 30 at 3:30 pm. Jay Moffat is the assigned delegate for this meeting and Sheavoun Lambillotte is the alternate.

Staff is presently working on annual full-time staff evaluations in preparation for our Personnel Policy Committee Meeting in March.

Work continues in preparing grant documents for the Sunset Fitness Center renovation and the Mini Golf Hut renovation. Staff received confirmation that the \$100,000 grant funding for Island Park will be awarded to the District.

There are presently no candidate positions up for reelection this year on our Park Board. Susan VanderVeen and Pat Lenski will be up next in 2023.

The contract for Playhouse 38 is set to expire in February. Staff and the Board will need to decide whether or not to renew the contract.

The GPD Foundation has been working hard in cooperation with the NRC in preparation for the upcoming Wine, Cheese & Trees Fundraiser which will be held virtually this year on February 27<sup>th</sup>.

The board and staff will soon be receiving Statements of Economic Interests by email. As in past years, it must be completed online by May 1, 2021 to avoid a late fee penalty.

The packet includes a board calendar with important meetings, events and continuing education dates.

**FUTURE MEETINGS**

Geneva Park District Foundation Meeting	January 26, 2021	7:00 P.M.
Regular Scheduled Meeting	February 15, 2021	7:00 P.M.
Personnel & Policy Committee (Bre Cullen & Susan VanderVeen)	March 11, 2021	11:00 A.M.
Finance Committee – Budget Meeting (Jay Moffat & Susan VanderVeen)	April 8, 2021	3:00 P.M.

**STAFF REPORTS**

**SUPERINTENDENT OF PARKS & PROPERTIES**

Supt. of Parks & Properties Culp reviewed his report. Staff have been working diligently to get the ice rinks up and running, and they are finally ready and in use. Staff is working on picnic table repairs. Approximately 25 new park signs have been installed throughout the parks and staff is putting together another order for additional signs to continue the replacement process. A large cottonwood tree was removed from Island Park and staff were able to repurpose it for benches that were added to the Library Park playground. The ongoing tree removals and pruning has proven to work as there have hardly been any fallen branches or debris after recent storms. The process of switching internet services over to MetroNet is almost complete. The District continues with LED conversions and plans to install motion sensor lights. This will help with efficiency and provide the District additional savings. Staff was able to burn approximately 120 acres successfully this year. The prescribed burn report was included for review. The crossing beacons at Peck North have been installed.

**SUPERINTENDENT OF RECREATION**

Supt. of Recreation Vickers reviewed her report. The District is now operating under Tier II mitigations and is looking forward to resuming in-person training and programming. Programs will be able to run with a maximum of 10 participants. While operating under Tier III mitigations, staff introduced a wide variety of one-on-one training opportunities and executed more than 50 training sessions. Staff is preparing to run the Super Shuffle 5k Event in-person with waves of people similar to the Harvest Hustle. The Just Dad ‘N Me Dance was slated for February, staff plans to defer this event to mid-summer. The KCCN program remains popular with nearly 40 participants and is being offered as an all virtual program. The Community Garden plots are open for 2021 reservations and staff is running gardening classes in conjunction with registration. Mini Golf introduced two “pop-up” events, which accommodated over 250 golfers. Best Life Fitness continues to operate at a reduced capacity and visitation has been increasing. The Peck Farm House remains closed during the Tier III mitigation measures. The SRFC & SPRC revenue and expense reports were reviewed in further detail. Commissioner Cullen mentioned that holding the Just Dad ‘N Me Dance outdoor and including some dance instruction sounds like a great idea. Executive Director Lambillotte stated that the District has received requests for all of the paths/trails to get plowed. Supt. of Parks & Properties Culp stated that as those requests come in he explains the facilities and parking lots remain the first priority, then Wheeler and Peck paths get done next. He went into detail about limiting salt usage as it damages the turf along the paths, and that we do not have the resources to plow and maintain additional paths.

## **NEW BUSINESS**

### 2020 STONE CREEK MINIATURE GOLF ANNUAL REPORT

Athletic Supervisor Coffland reviewed the 2020 Stone Creek Miniature Golf/Disc Golf Report. Mini Golf was the 1<sup>st</sup> facility the District opened during COVID. Compared to surrounding Districts, we were able to open a full month earlier. The total attendance for 2020 was 13,411 a decrease of 9,471 from 2019. Due to COVID, we had to limit the number of golfers that could be on a course at one time and there was a large decrease seen in group rentals, camp visitation and free rounds. With District 304 delaying the start of school in August, mini golf was able to offer an additional 6 days. Birthday Party rentals were up in 2020. He reviewed the revenue and expenditures for the 2020 season compared to 2019. Mr. Coffland also noted that no concessions or food were offered due to COVID. He added the operations at Mini Golf required additional staff to sanitize and help with safety protocols. Another major expense was the increase in minimum wage. Recommendations and suggestions for 2021 were reviewed and discussed. Commissioner Moffat made a motion to approve the 2020 Stone Creek Mini Golf/Disc Golf Annual Report and recommendations as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

### 2021 SHORT & LONG RANGE PLAN ANNUAL GOALS & OBJECTIVES AND THE 2021 MASTER PLAN UPDATE DETAILS

Director Lambillotte stated that each year the Geneva Park District updates and revises its Short and Long Range Plan Annual Goals and Objectives and Master Plan Details of the District. The Long Range Planning Committee Meeting was held on January 12th with committee members Bre Cullen and John Frankenthal present. Director Lambillotte noted that the District's main focus is to recover from COVID-19 and get back to the pre-March 2020 numbers. Director Lambillotte gave an overview of the summary of goals from the 2021 Short & Long Range Plan Goals and Objectives. She also reviewed the 2021 Master Plan Details which includes the Capital Improvement Plan (CIP) Budget. The Board and staff will need to decide when the next Community Survey and ADA update will take place as it was deferred in 2020. The District will begin the Distinguished Agency Process for 2022-23. Once the 2021 Goals and Objectives are approved by the board, they will be posted to the District's website. After some discussion, Commissioner Moffat made a motion to approve the 2021 Short and Long Range Plan Annual Goals & Objectives and the 2021 Master Plan Update Details as presented. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

### 2021 BUDGET & PERSONNEL EVALUATION CALENDAR

Director Lambillotte stated the 2021 Budget Calendar and Personnel Evaluation Calendar are included for the Board to review.

### VEHICLE AUCTION RESULTS

Supt. of Parks & Properties Culp presented the Board with information summarizing the final vehicle and equipment replacements of this fiscal year. Supt. Culp then reviewed the auction results stating that the District was able to auction vehicles and equipment which brought in approximately \$45,200.

### POLICY MANUAL UPDATES

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: Birthday Party, Playhouse 38 and Park Maintenance. Commissioner Moffat made a motion to approve the Birthday Party, Playhouse 38 and Park Maintenance manuals as presented. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

### EXECUTIVE SESSION

Commissioner Moffat made a motion to move into Executive Session at 8:39 p.m. for the purpose of discussing Personnel. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

At 9:33 p.m. the Board returned to the Regular meeting from Executive Session.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 9:36 p.m. Commissioner Cullen seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Brynn Pattermann