

GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
April 19, 2021
7:00 p.m.

CALL TO ORDER

President VanderVeen called the meeting to order at 7:04 p.m.

ROLL CALL

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

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) and Supt. of Finance & Personnel Christy Powell.

Guests: None

Press: 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. 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 congratulated and thanked John Frankenthal for serving another 6-year term as Park Board Commissioner. John Frankenthal will be officially sworn in at the May Board Meeting.

READING OF MINUTES

Vice President Frankenthal made a motion to approve the minutes from the Regular Scheduled Meeting of March 15, 2021 and the Finance Committee Meeting of April 8, 2021 as presented. Commissioner Moffat 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. Commissioner Cullen 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

Superintendent of Finance & Personnel Christy Powell reviewed the March financial reports. She noted that the blended rate saw a decrease. She reported that we are 92% of the way through the current fiscal year and the revenue expense report is in line with budget. The District is running ahead of the previous COVID projections. Supt. Powell reminded the Board that the Statements of Economic Interest must be returned by May 1st or there will be a late filing fee. The District received its fourth quarter unemployment benefit statement, the total benefits paid were \$20,511.50. The District received word from Unemployment Consultants that because all amounts were COVID related, the Government and the

State of Illinois are each paying 50%, and the District does not owe anything. The District's IT provider has gone out of business and we are currently in the process of switching over to ExcalTech. ExcalTech services many surrounding Park Districts and is familiar with quite a few of our programs. After some discussion, Commissioner Moffat made a motion to approve the Treasurer's Report and Supt. of Finance Report 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.

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. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

CORRESPONDENCE

Executive Director Lambillotte noted that correspondence was included electronically in the packet for review. Vice President Frankenthal stated that he is proud to be a part of the District and thanked staff for always going above and beyond no matter the occasion.

OLD BUSINESS

None

COMMUNICATIONS

The IAPD Legislative Conference has been postponed due to the COVID-19 pandemic.

The Park District experienced a serious IT emergency in March and all computers were down for almost 2 full days. The problem has been resolved and repaired.

Supt. of Finance Powell will report on our transition to a new IT company this month. The transition was not related to the IT emergency.

Staff has been working diligently on a balanced budget and are prepared to discuss the proposed budget should board members have questions. We have given much thoughtful consideration to assuring the budget reflects the beginning of our COVID recovery. The Finance Committee Meeting was held on April 8, 2021 and the minutes are included for review.

The Park District was able to hold numerous successful events the last couple of weeks including the Egg-Mazing Race, Bunny Breakfast and Egg Hunt within our present COVID restrictions.

PCI, our new marketing consultant has completed our initial website audit as well as our social media playbook. We are very pleased with the results and look forward to sharing a summary of the information with the Park District Board in May.

We will be cutting the ribbon for the Peck Farm North Trail, followed by an Earth Day celebration at Peck and a tree planting event as well this coming Saturday, April 24th. All pertinent constituents along with all of our legislators have been invited.

Our March Foundation meeting was rescheduled and took place on April 8th. The 2021-2022 budget was discussed and the Wine, Cheese and Trees Event was recapped. Discussion was had in regards to this year's Autumn Fair Event. The Foundation also reviewed future project funding which includes a climbing structure to be added at the Peck Farm Ballfields. Staff are prepared to discuss those with the Park District Board for further direction.

Staff has prepared and submitted the Distinguished Agency Application. As previously mentioned, it is a lengthy and comprehensive process that is integral in keeping up with best practices as they relate to exemplary park and recreation operations.

Staff has reconnected with the consultant who may be conducting our updated ADA transition plan. A proposal for that work will be presented to the board in May for review.

The Fox Valley Special Recreation Association is also involved in budget preparations and staff will be reviewing their budget this month as well.

FUTURE MEETINGS

Recreation Committee Meeting (Pat Lenski & Jay Moffat)	May 7, 2021	3:00 PM
GPD Foundation Annual Meeting	May 6, 2021	7:00 PM
Public Hearing	May 17, 2021	7:00 PM
Regular & Annual Scheduled Meeting	May 17, 2021	7:05 PM

SUPERINTENDENT OF PARKS & PROPERTIES

Supt. of Parks & Properties Jerry Culp reviewed his report. The restrooms were open for the season, however due to the cold weather, staff closed the bathrooms due to the frost and risk of pipes freezing. The Parks Department is in the process of hiring seasonal staff. Staff is busy working on spring cleanup and pruning trees. The picnic tables and garbage cans have been relocated back into the parks. Spring preparations are moving full speed ahead with weed control, ball field prep and turf restoration. Successful prescribed burns have been completed and staff is cutting the woody areas. Staff completed Fire Extinguisher training and were able to put out a live fire. The roof on the south entry of the Butterfly House has been replaced. The interpretive signs have been delivered and installed at Peck North, the project is now complete. We are preparing to plant 50 trees for Earth Day, these trees will be the start of establishing an Oak Savannah at Peck North.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. Spring programs are in full swing. Resident registration is scheduled for May 11th. Staff is diligently planning for summer camps. Easter events were a huge success. The annual Pickleball Tournament was held April 3rd and continues to increase in popularity. The Ribbon Cutting/tree planting event is scheduled for this Saturday, April 24th. Immediately following, an Earth Day Celebration will be held at Peck Farm Park with recycling and a variety of fun activities. Stone Creek Mini Golf will be opening on May 1st. Sunset Pool is slated to open on May 29th and Mill Creek will welcome visitors beginning June 5th. Staff is prepared to open the pools in a similar fashion as last year including time slots, reservation system and temperature checks. The District plans to increase capacity to 200 participants, while still maintaining safety and adhering to guidelines. Staff is prepared to react quickly should the Illinois Department of Public Health release additional guidelines. The Butterfly House is preparing to open for the season. The Butterfly Release Party is scheduled for May 21st. Birthday Parties are returning and increasing in popularity. Over the past couple of weeks staff has received updates, revisions and clarifications to some COVID safety guidelines. Staff will continue to monitor all guidelines as they become available and pivot when necessary. BestLife Fitness marketing campaign numbers were reviewed and usage, memberships, and revenue and expenses at both fitness centers were discussed.

NEW BUSINESS

PROPOSED BUDGET FY 2021-2022

Supt. of Finance and Personnel Christy Powell gave a power point presentation of the Proposed Budget FY 2021-2022 that started with our mission statement. The Finance Committee, consisting of Jay Moffat and Susan VanderVeen, reviewed the budget on April 8th. Supt. of Finance & Personnel Powell summarized each section of the budget. She highlighted various changes made in the budget from last year to this year and any increases/decreases in the various funds in this budget as compared to last year's budget. She went over the various revenue sources that make up the District's revenue budget. She highlighted the breakdown of the tax bill. In regards to the EAV, for the seventh year in a row, we saw another increase this past year. With no further questions, Vice President Frankenthal made a motion to

approve the Proposed Budget FY 2021-2022 as presented. Commissioner Moffat seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

BUDGET & APPROPRIATION ORDINANCE #2021-04 (Draft)

Supt. Finance & Personnel Powell highlighted the draft ordinance and reviewed the information with the Board. The ordinance will be presented at a Public Hearing on May 17, 2021 at 7:00 PM and will be presented for approval at the May 17, 2021 Board Meeting. The budget ordinance will be available for public review for more than 30 days.

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: Peck Farm Park, Aquatics, Stone Creek Mini Golf, Physical Fitness Facility Medical Emergency Plan and Confined Space Manuals. After some discussion, Vice President Frankenthal made a motion to approve the Peck Farm Park, Aquatics, Stone Creek Mini Golf, Physical Fitness Facility Medical Emergency Plan and Confined Space Manuals as presented. Commissioner Moffat 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 enter into Executive Session for the purpose of discussing Personnel and Land Acquisition at 8:26 p.m. Vice President Frankenthal seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-absent, Moffat-aye, VanderVeen-aye. Four ayes. Motion carried.

The board returned to regular session at 8:46 p.m.

ADJOURN

Commissioner Moffat made a motion to adjourn the meeting at 8:46 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.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann