

**GENEVA PARK DISTRICT
PUBLIC HEARING MINUTES
May 17, 2021
7:00 P.M.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:02 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Commissioner Moffat, Commissioner Lenski, Vice President Frankenthal 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.

Press: None

Guests: Judge Keith Johnson

HEARING OF GUESTS

None

REVIEW OF BUDGET AND APPROPRIATION ORDINANCE #2021-04

Executive Director Sheavoun Lambillotte stated that the ordinance has not changed since the April meeting and it has been on display for public review for 30 days. Supt. of Finance & Personnel Christy Powell stated the District published a legal notice of the hearing in the Kane County Chronicle on April 30. There were no questions asked by staff or by any guests.

The President waited five minutes and asked for a motion to adjourn the meeting. Vice President Frankenthal made a motion to adjourn the Public Hearing Meeting at 7:07 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

**GENEVA PARK DISTRICT
REGULAR SCHEDULED MEETING MINUTES
May 17, 2021
7:07 p.m.**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:07 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Commissioner Moffat, Commissioner Lenski, Vice President Frankenthal 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.

Press: None

Guests: Judge Keith Johnson and PCI Marketing Firm Team (remote)

HEARING OF GUESTS

None

READING OF MINUTES

Commissioner Moffat made a motion to approve the minutes from the Regular Scheduled Meeting of April 19, 2021 and the Recreation Committee Meeting Minutes of May 7, 2021 as presented. Vice President Frankenthal seconded. All ayes. Motion carried.

CLAIMS AND ACCOUNTS

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

TREASURER'S REPORT AND SUPERINTENDENT OF FINANCE REPORT

Superintendent of Finance & Personnel Christy Powell reviewed the April financial reports. The blended rate remains stable. Supt. Powell pointed out that these are preliminary numbers and may change once the audit is complete, but this report serves as a good estimate. The financial impact of COVID-19 was shared. The April revenue & expenditure report show a net loss in the Recreation Fund of 167k, however there are still audit adjustments including payroll and accounts payable to accrue so the deficit will increase. This is a much better result than the 500k deficit originally projected and will allow for a larger audit transfer than anticipated. Commissioner Moffat made a motion to approve the Superintendent 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 Lenski seconded. All ayes. Motion carried.

CORRESPONDENCE

Executive Director Lambillotte noted that correspondence was included electronically in the packet for review. Included was an article about the Ribbon Cutting and the Earth Day tree planting ceremony. Ms. Lambillotte stated that the District plans to hold a tree planting event annually.

OATH OF OFFICE-ELECTED PARK BOARD MEMBER

Vice President John Frankenthal was sworn in by Judge Keith Johnson.

ANNUAL MEETING – Temporary Adjournment to Annual Meeting

Vice President Frankenthal made a motion to adjourn the Regular Scheduled Meeting to go into the Annual Meeting at 7:14 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

Commissioner VanderVeen made a motion to return to the Regular Meeting at 7:22 p.m. Commissioner Lenski seconded. All ayes. Motion carried. The Annual Meeting was adjourned and the board returned to the regular meeting.

OLD BUSINESS

BUDGET AND APPROPRIATION ORDINANCE #2021-04

Supt. of Finance & Personnel Powell stated the ordinance had been available for public inspection at the Park District for thirty days. The budget was reviewed and approved by the Finance Committee and Board in April. A budget hearing notice was published in the Kane County Chronicle and the ordinance will be filed with the county. Vice President Moffat made a motion to approve the Budget and Appropriation Ordinance #2021-04 as presented. Commissioner VanderVeen seconded. A roll call vote was taken. Cullen-aye, Frankenthal-aye, Lenski-aye, Moffat-aye, VanderVeen-aye. Five ayes. Motion carried.

ADA AUDIT COMPLIANCE UPDATE

Executive Director Lambillotte stated that each year in our capital plan, staff takes on a number of projects to continue to meet the requirements of our ADA accessibility audit. After having reviewed a memo summarizing current ADA projects, staff asked for the board’s formal commitment to continued compliance. Commissioner VanderVeen made a motion to support staff in their continued commitment to address items on our ADA accessibility audit. Commissioner Lenski seconded. All ayes. Motion carried.

COMMUNICATIONS

The Park and Recreation staff continue to work very hard at maintaining our highly utilized parks this spring as well as move forward with all the typical spring/summer preparations and programming.

Staff reached out to legislators in an effort to secure any possible funding that may become available through any infrastructure recovery legislation that may be passed. We will keep the Board apprised of any response or updates we receive.

Staff have closed out and completed all documentation required for final reimbursement of our Peck Farm North OSLAD Grant. We anticipate receiving an additional \$200,000 in grant funding to complete the \$400,000 grant reimbursement by the end of the summer.

Rick Peterson has given the Park District notice that he will be vacating the premises by August 31st, 2021. This is earlier than anticipated, but will give us the opportunity to begin assessing the condition of all buildings and deciding what we will do with those as well as how we may develop the property in the future. President Frankenthal suggested completing a walk through of the premises before it is vacant. Executive Director Lambillotte stated that staff will reach out to our legal counsel for direction.

It appears the Winding Creek subdivision is moving forward again on the parcel of land behind the Sam’s Club in Batavia. We are presently working with the developer on acceptable park land to be donated as part of Batavia’s Land/Cash Ordinance.

Work has begun on our Distinguished Agency review. The process will take up a good part of the summer and we hope to have our formal review in September, with accreditation being awarded to the district at the IPRA Conference in January 2022.

The Recreation staff have been working hard to navigate what summer programming and facility operations will look like as we anticipate moving in to Phase 5 of Illinois’s restoration plan in June. We look forward to an increase in participation and visitation for the remainder of 2021.

FUTURE MEETINGS

Regular Scheduled Meeting	June 21, 2021	7:00 PM
Foundation Meeting – Autumn Fair	June 22, 2021	7:00 PM

STAFF REPORTS

SUPERINTENDENT OF PARKS AND PROPERTIES

Supt. of Parks and Properties Jerry Culp reviewed his report. Staff has been busy mowing and with spring clean-up. Seasonal staff have begun filtering in and working with horticulture, baseball and mowing crews. Weed control application is complete and staff continues to spray invasive plants where necessary. Staff has cleaned up and prepped Hawks Hollow and Mini golf for opening. Staff has also been working on prepping and cleaning both pools in preparation for opening. The Butterfly House and Sensory Garden annuals have been planted. Approximately 70,000 annuals have been grown from seed. Vice President Moffat suggested offering a pollinator garden class. Supt. Culp shared that staff is holding a plant sale in June and plans to offer an informational class about pollinator gardens. Baseball and soccer are in full swing, staff is busy prepping fields. Soccer rentals are picking up. The Butterfly House netting has been installed and the roof replacement and trim on the rear vestibule is complete. Staff assisted the Recreation staff with relocating fitness equipment. A volunteer group helped remove willows from the natural just north of field two at the Peck Ballfields.

SUPERINTENDENT OF RECREATION

Supt. of Recreation Nicole Vickers reviewed her report. The Recreation Committee Meeting was held on May 7th and programs and participation was reviewed for the Fall and Winter (2020-2021) seasons. Screen Free Week was a success and offered families free events including a scavenger hunt, a treat night with entertainment, and a night of miniature golf. Staff is in the midst of a busy season as large program areas including camps and swim lessons are preparing to begin. The state of Illinois has moved into the Bridge Phase which has allowed fitness centers to go from 50% to 60% capacity; and social events have increased from 100 people gathering outdoors to 500. Illinois remains on track to move into Phase 5 on June 11th. Preparations for the upcoming pool season are well underway including maintenance projects and staff trainings. The pool season will begin with a reservation system similar to that of last year. Once permissible, staff will transition to the sale of seasonal pool passes at a prorated rate. Stone Creek Mini Golf opened May 1st with a successful 1st weekend and does not require a reservation system, however participants are asked to wear a mask when they cannot maintain 6 feet of distance from others or when approaching the counter. The Butterfly House will be hosting the annual Butterfly Release party on May 21st. SRFC and SPRC membership and revenue were reviewed. Commissioner VanderVeen asked about the location of the concerts in the parks this year. Ms. Vickers stated that the concerts will remain at SPRC this year, as it is a much larger area that allows for social distancing and an increased number of participants.

NEW BUSINESS

PCI INC MARKETING UPDATE

Supt. of Recreation Vickers welcomed and introduced the PCI team members that joined the meeting remotely. Ms. Vickers stated that PCI Inc, the new marketing firm for the Park District, would give a general overview of what they have been working on. The overall marketing plan was reviewed including goals, objectives, strategies and tactics being used. Some of these goals include; educating residents and key external partners about the vital role the Geneva Park District plays in building a healthier, more socially connected community; rebound from COVID-19 and grow revenue through memberships, attendance and sponsorships; and impact the community by engaging and inspiring more residents to live their best lives and how the Geneva Park District can meet their recreational needs.

ADA TRANSITION PLAN PROPOSAL

Executive Director Lambillotte stated that the District's last ADA transition plan was done in 2010. It is a best practice to complete a comprehensive review every ten years. An ADA transition plan was budgeted in 2020, however it was postponed due to the pandemic. Staff has secured a proposal from ACTServices Inc. (Accessibility Consultation and Training Services, Inc.) for this work in the amount of \$39,850. Staff feels this is a very competitive price for service as we paid \$40,000 in 2010. After some discussion, Vice President Moffat made a motion to approve the proposal from ACTServices Inc. in the amount of \$39,850 as presented. Commissioner VanderVeen seconded. All ayes. Motion carried.

RECREATION COMMITTEE REPORT

Supt. of Recreation Nicole Vickers reviewed the Recreation Committee report. The Recreation Committee consisted of Pat Lenski and Jay Moffat. Ms. Vickers explained that the report covered Fall 2020 and Winter 2021 seasons. Ms. Vickers reminded the Board that the numbers were reflective of direct costs associated with each program area. Ms. Vickers stated that many of the goals from last year were completed and she reviewed a couple highlights. She reviewed the comparisons of the seasons and discussed the upcoming recommended 2020-2021 goals and objectives from the staff. Ms. Vickers noted that even through a pandemic and all the challenges, staff were able to impact numerous people and turn a profit. Vice President Moffat made a motion to approve the Recreation Committee Report and goals and objectives as presented. Commissioner Lenski seconded. All ayes. Motion carried.

FVSRA BOARD APPOINTMENTS

Each year, the FVSRA requires formal recognition of GPD's appointment to their Board. Commissioner Lenski made a motion to approve the appointment of Sheavoun Lambillotte to represent GPD with Christy Powell and Nicole Vickers appointed as alternates. Vice President Moffat seconded. All ayes. Motion carried.

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: Gym Manual, Environmental Policy, Internship, Transportation Risk Management, No Idling Policy Manual, Safety, and Safety Form Explanation & Usage. Ms. Lambillotte also noted that this was the last set of manuals that would be presented to the Board. Vice President Moffat made a motion to approve the Gym Manual, Environmental Policy, Internship, Transportation Risk Management, No Idling Policy Manual, Safety, and Safety Form Explanation & Usage as presented. Commissioner VanderVeen seconded. All ayes. Motion carried.

EXECUTIVE SESSION

At 8:31 p.m., Vice President Moffat made a motion to go into Executive Session for the purpose of reviewing executive session minutes. Commissioner Lenski seconded. All ayes. Motion carried.

The Board returned from executive session at 8:33pm. Commissioner VanderVeen made a motion to approve executive session minutes dated November 16, 2020; December 14, 2020; January 18, 2021; March 11, 2021 and April 19, 2021 as presented; and approve the release of executive session minutes dated December 10, 2018 and April 15, 2019 for public viewing and the disposal of tapes of previously released minutes 18 months and older. Vice President Moffat seconded. All ayes. Motion carried.

ADJOURN

Vice President Moffat made a motion to adjourn the meeting at 8:35 p.m. Commissioner Lenski seconded. All ayes. Motion carried.

Secretary, Board of Commissioners
Geneva Park District

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

**GENEVA PARK DISTRICT
ANNUAL MEETING
May 17, 2021**

CALL TO ORDER

President VanderVeen called the meeting to order at 7:14 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Commissioner Moffat, Commissioner Lenski, Vice President Frankenthal 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.

Press: None

Guests: None

HEARING OF GUESTS

None

PRESIDENT'S ANNUAL REPORT

President VanderVeen read the President's annual report which is attached to these minutes.

ELECTION OF PRESIDENT PRO TEM

President VanderVeen asked for nominations for President Pro Tem. Commissioner Lenski nominated Commissioner Moffat as President Pro Tem. Commissioner Cullen seconded. All ayes. Motion carried.

NOMINATION FOR PRESIDENT

President Pro Tem Moffat asked for nominations for President. Susan VanderVeen nominated and made a motion to approve John Frankenthal for President. Commissioner Cullen seconded. All ayes. Motion carried.

NOMINATION FOR VICE PRESIDENT

President Pro Tem Moffat asked for nominations for Vice President. John Frankenthal nominated and made a motion to approve Jay Moffat for Vice President. Commissioner VanderVeen seconded. All ayes. Motion carried.

APPOINTMENT OF TREASURER AND SECRETARY

President John Frankenthal appointed Commissioner Pat Lenski as Treasurer and Sheavoun Lambillotte as Secretary.

APPOINTMENT OF FOIA OFFICERS, OMA OFFICERS, SAFETY COORDINATORS & ADA COORDINATOR

President John Frankenthal appointed Sheavoun Lambillotte and Christy Powell each as both FOIA & OMA Officers; Supt. of Recreation Nicole Vickers and Supt. of Finance & Personnel Christy Powell as Safety Coordinators and Supt. of Parks & Properties Jerry Culp as the ADA Coordinator.

COMMITTEE APPOINTMENTS

Proposed committee appointments were reviewed. Director Lambillotte asked if anyone had any changes. With there being no changes, Vice President Moffat made a motion to approve the proposed committee appointments as presented. Commissioner Lenski seconded. All ayes. Motion carried.

Commissioner VanderVeen made a motion to adjourn the annual meeting at 7:22 p.m. and return to the Regular Scheduled meeting. Commissioner Lenski seconded. All ayes. Motion carried.

Submitted By: Sheavoun Lambillotte / Brynn Pattermann

President's Message 2021

Who would have known a year ago that COVID-19 would have such an impact on our world? Our staff performed amazing feats throughout the unprecedented year of lockdowns and ever-changing government and health guidelines. Knowing recreational opportunities are essential, staff worked creatively to meet the ever-evolving needs of the community despite the multitude of challenges.

Some of those creative opportunities included:

- Curating a collection of over 150 games, activities and resources through the virtual platform "Live Your BestLife at Home"
- Providing a variety of virtual programs including Esport Leagues and Playhouse 38 Radio Productions
- Re-designing special events including Concerts, Movies, 5K Races, Autumn Fair, Halloween Events, and Christmas Celebrations which collectively reached thousands of participants
- Opening both aquatic facilities while introducing a collection of mandatory safety guidelines
- Creatively implementing safety strategies to open both BestLife Fitness locations immediately upon permission
- Holding a successful, and safe, summer camp program without deviating from the schedule

Even through the pandemic, we were able to make exciting improvements to our parks and facilities, including:

- Acquired funds from 'Rebuild Illinois' for drainage work at Island Park to help water recede faster from flooding
- Lions Park tennis courts were renovated with Pickleball lines added
- North Peck Farm was completed, and 50 trees were planted in the Oak Savanna in celebration of Arbor Day, 2021
- Sunset Community Center received renovations and redesign of its parking and front entry, with a special focus on ADA compliancy
- New signage placed throughout the district including a more modern design at Sunset Community Center, as well as, updated neighborhood park signs

The Geneva Park District is continuously guided by our Core Values; these values have been the keystone to all accomplishments throughout the COVID-19 pandemic:

Customer Commitment

Responsible Leadership

Fiscal Responsibility

Safety

Community Collaboration

Innovation

Stewardship & Sustainability

It has been an honor and a blessing to serve this wonderful community. Words cannot express my gratitude for and pride of the outstanding staff and volunteers, including my fellow commissioners.

Thank you,

Susan VanderVeen
Board President