

MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE GENESEO PARK DISTRICT, HELD ON FEBRUARY 7, 2017, AT 501 EAST NORTH STREET GENESEO, ILLINOIS AT THE HOUR OF 5:00 P.M.

The meeting was held pursuant to the notice posted in the office of the Park District. The meeting was called to order and upon the roll being called, the following Park Commissioners were physically present at said location: Kathleen Repass, Caryn Vandersnick and Sara Wirth. Also present were Andy Thurman, Executive Director; Paula Verbeck, Superintendent of Finance and Administration; Andrew Sigwalt, Superintendent of Recreation and Jodie Olson, Administrative Assistant. Citizens in attendance were: Lisa Kotter, City Administrator; Kathy Carroll Duda, Mayor; Keith Buennig, Advisory Committee Member; Amy Behning and Jennifer Sautter, MindFire Communications and Chuck Balling, GovHr.

President Repass acted as Chairman of the meeting. President Repass appointed Commissioner Vandersnick as Secretary pro-tem. President Repass announced that a quorum was present and the meeting having been duly convened was ready to proceed with its business.

MINDFIRE MARKETING PRESENTATION: Amy Behning and Jennifer Sautter shared information regarding the City of Geneseo Branding and Marketing Initiative and how it will be of value to the Geneseo Park District. After the presentation, a question and answer session was held.

Ms. Behning, Ms. Sautter, Ms. Kotter and Mrs. Carroll-Duda left the meeting at 5:40 pm.

APPROVAL OF MINUTES: Upon a motion duly made by Commissioner Vandersnick and seconded by Commissioner Wirth, the minutes of the regular meeting held on January 10, 2017, were approved as follows:

Vandersnick – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Woulf - Absent

DISBURSEMENT REPORT: Mr. Thurman presented the disbursement report to the Board. After a discussion and upon a motion duly made by Commissioner Vandernick and seconded by Commissioner Wirth, the bills totaling Capital Improvement Fund - \$22,221.94; Central Theater Fund - \$9,490.42; Corporate Fund - \$18,379.42; Daycare - \$628.16; IMRF Fund - \$2,046.98; Liability Fund - \$3,862.92; Recreation Fund - \$32,030.77 and Social Security Fund - \$4,043.37 were approved as follows:

Vandernick – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Woulf - Absent

TREASURER'S REPORT: Mrs. Verbeck presented the January 2017 Treasurer's report to the Board. After a discussion and upon a motion duly made by Commissioner Wirth and seconded by Commissioner Vandernick, the Treasurer's report was approved as follows:

Vandernick – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Woulf - Absent

REPORT OF OFFICERS

Superintendent of Recreation: Mr. Sigwalt presented the January 2017 recreation reports to the Board. Mr. Sigwalt presented the Fall 2016 recreation report to the Board. With the departure of Cody Lichthardt, new instructors who made a lower wage than Cody were asked to instruct fitness programs. There was an increase in participation for the youth boys' basketball league which expanded the league by two additional teams. New leotards were purchased for the gymnastics team which increased the gymnastics supplies expenses. Participants paid for the new leotards individually which is shown in the increase of the miscellaneous income. Brazilian Jiu Jitsu was included in special events. This program will be moved to the martial arts GL account in 2017 which also includes Tae Kwon Do. There was an increase in preschool classroom registrations.

Superintendent of Finance and Administration: Mrs. Verbeck stated the Auditors will be onsite to perform both the Geneseo Park District and Geneseo Park District Foundation audits February 13th – 16th.

Superintendent of Facilities: Mr. Thurman presented the Central Theater report in Mr.

Himmelman's absence. January was a good month for Central Theater. A Dog's Purpose will begin showing on February 10th.

Commissioners: none.

Citizen Input: Mr. Keith Buennig addressed the board and presented a list of questions he requested they consider before making a decision on the Route 82 Turn Lane project.

He stated the Board should not feel obligated to contribute if it could cause potential hardship or a missed opportunity for the park district. He finished by stating if it makes good fiscal sense to donate the funds we should. If it does not, we should not. Mr. Buennig then thanked the Board for their time. Mr. Buennig left the meeting at 6:00 pm.

Citizen Input on ADA Compliance: none.

UNFINISHED BUSINESS

Strategic Plan Update: Mr. Balling presented the proposed 2017-2022 Strategic Plan for Board approval. This plan was formulated over a six month process and includes Community, Board and Staff input, staff research and planning and board of commissioner review. This plan establishes a road map for the Park District to achieve success in all areas of its operation and provide the community with an increased sense of pride in the Park District. After the presentation and discussion, Commissioner Wirth made a motion to approve the Strategic Plan. The motion was seconded by Commissioner Vandernick and approved as follows:

Vandernick – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Woulf - Absent

Letters from Geneseo City Administrator: Mr. Thurman presented two letters from Ms. Kotter the first being follow up to a discussion held at the January 10, 2017 Board meeting regarding permit fees charged to the Park District in recent years. The second letter was a follow up to recent meetings held between the City and the Park District regarding the Intergovernmental Agreement and collaborative branding effort.

City Collaboration Projects . . .

MindFire Marketing: In November, the Board discussed cooperating with the City of Geneseo, Chamber of Commerce, School District and local businesses to provide marketing efforts and funds to MindFire Communications to deliver a marketing plan, tag line and branding efforts to the community. Since that meeting, a Community Survey was distributed, Community Meetings were held and MindFire is starting the process of evaluating the data. At our November Board Meeting there was a vote to provide services of our Marketing Coordinator, space in our activity guide and email blasts. We also discussed space on a Theater slide and Community Center slide to help promote the final product. We voted not to contribute monetarily. After our Board decision in November, the City requested that our Board revisit this discussion. The benefits to the Park District will be to assist with communication throughout the community and to promote local events and bring more individuals to Geneseo. The Brand Tool Kit provided to the organizations by MindFire will help assign goals and help with consistent communication through collaborative marketing efforts. After a discussion, Commissioner Vandersnick made a motion to collaborate with the City on the MindFire Marketing plan in the amount of \$2,000.00 along with providing other marketing opportunities as previously presented. The motion was seconded by Commissioner Wirth and approved as follows:

Vandersnick – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Woulf - Absent

Route 82 Turn Lane: In October the City of Geneseo presented a plan to all taxing bodies in Geneseo to collaborate and pay for a left turn lane into a new housing addition north of the High School on Route 82. The taxing bodies include: Geneseo School District, City of Geneseo, Geneseo Township and Geneseo Road District, Geneseo Library District, Geneseo Fire Protection District, Hammond Henry Hospital District and Geneseo Park District. On January 17th, President Repass and Mr. Thurman met with Mayor Kathy Carroll-Duda, City Administrator Lisa Kotter and Alderman Martin Rothschild to discuss the project and the requests the Park Board has for the project. The requests are as follows: we do not want to pay any premium or extra fee on our percentage of the project; we do not want to pay any interest on our percentage

of the project; we would like to pay our portion off with the tax dollars coming in from the project only no matter how long it takes; no sunset clause; green space must be addressed and written into our agreement that there will be green space in future additions of the project. After listening to the Park Board's requests, the City mentioned they would still like to see some payment to compensate for payment of the project upfront. This could be interest or a premium fee. There was not a specific dollar amount given, but \$500 - \$1,000 was discussed. There was also a discussion regarding green space and it was stated this would be a conversation at later stages in the project as the City would not be purchasing lots for green space in the first stage of the project. The green space could be considered as walking paths to connect the schools to the new development, not necessarily lots. The City did understand our position with not having a sunset clause written into the agreement and payment over time until the entire portion was paid.

The Park District board held a discussion regarding the City's response to our requests. The Board also reviewed initial documentation from the City which showed our tax rate of the project to be 8%. The agreement with the other taxing bodies shows interest. The Park District does not feel we should pay interest or a premium. The quoted project cost was \$400,000.00 with the Park District contributing no more than \$32,000.00 and could be less if the project comes in under \$400,000.00.

Commissioner Wirth made a motion to pay 8% up to the total project cost which will not exceed \$400,000.00 and will be paid back through increased valuation as homes are sold in the Maple Leaf Heights addition. The motion was seconded by Commissioner Vandersnick and approved as follows:

Vandersnick – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Woulf - Absent

The Board firmly believes green space should be incorporated into the Maple Leaf Heights addition. Mr. Thurman and Board members will continue to advocate for green space at future meetings with city officials.

NEW BUSINESS

Vision and Mission Statements: As part of our accreditation process we review our Mission Statement and Vision Statement at a minimum of every 5 years. Staff has reviewed the Mission Statement and Vision Statement and feel they accurately state the Park District's role of recreation in the life of the individual and the community. They accurately reflect the purpose of the Park District and our short term and long term goals remain consistent with our Mission. Staff recommends that no changes be made to the current Mission Statement and Vision Statement. Current Mission Statement: The mission of the Geneseo Park District is to enhance the quality of life in our community by providing a positive recreational experience for all. Current Vision Statement: It is the vision of the Geneseo Park District to provide quality parks and recreational opportunities for the benefit and enrichment of our community today and in the future. Commissioner Vandersnick made a motion to accept staff's recommendation that no changes be made to the current Mission Statement and Vision Statement. The motion was seconded by Commission Wirth and approved as follows:

Vandersnick – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Woulf - Absent

Administrative Policy Section 1 Review: In 2017 staff will be preparing for the Accreditation Review Process. As part of this process we will be reviewing and updating all policies and procedures. Because of the large number of policies and procedures the process will involve staff reviewing individual or sections of policies and procedures each month, making any necessary updates, submitting to attorney for review and then bringing to the Board for approval. Section 1 of the Administrative Manual – Board of Park Commissioners has been reviewed by both staff and Ancel Glink. Mr. Thurman presented Section 1 of the Administrative Manual to the Board for approval.

Commissioner Wirth made a motion to approve Section 1 – Board of Park Commissioners - of the Administrative Manual. The motion was seconded by Commissioner Vandersnick and approved as follows:

Vandersnick – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Woulf - Absent

Ethics Ordinance #2017-147: Mr. Thurman presented Ethics Ordinance #2017-147 to the Board for approval. The ordinance has been reviewed by both staff and Ancel Glink.

Commissioner Wirth made a motion to approve Ethics Ordinance #2017-147. The motion was seconded by Commissioner Vandersnick and approved as follows:

Vandersnick – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Woulf - Absent

Chamber of Commerce Annual Dinner: Mr. Thurman invited the Board to attend the Chamber Dinner on February 27th at 5:30 pm.

ADJOURNMENT: There being no further business to come before the Board and upon a motion duly made by Commissioner Wirth and seconded by Commissioner Vandersnick the meeting was adjourned at 7:42 P.M.



President

APPROVED



Secretary