

**MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE GENESEO PARK DISTRICT, HELD ON JANUARY 10, 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, Joe Woulf and Sara Wirth. Also present were Andy Thurman, Executive Director; Scott Himmelman, Superintendent of Facilities; Andrew Sigwalt, Superintendent of Recreation and Jodie Olson, Administrative Assistant. Citizens in attendance were: Lisa Kotter, City Administrator and Martin Rothschild, City Council Member.

President Repass acted as Chairman of the meeting. President Repass appointed Commissioner Wirth 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.

**CITY COLLABORATION DISCUSSION:** Ms. Kotter and Mr. Rothschild addressed the board and explained their position regarding the Route 82 Turn Lane project. Ms. Kotter offered to answer any questions the board had regarding the problem. Questions were asked and a discussion was held. President Repass explained the consensus of the Geneseo Park Board is the turn lane is a good project for the growth of our community and we are supportive of the development project. We also feel collaboration amongst taxing bodies is good. President Repass stated due to time constraints, the matter would be discussed further during the unfinished portion of the meeting. Ms. Kotter and Mr. Rothschild left the meeting at 5:47 pm.

**APPROVAL OF MINUTES:** Upon a motion duly made by Commissioner Wirth and seconded by Commissioner Woulf, the minutes of the regular meeting held on December 13, 2016, were approved as follows:

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

**DISBURSEMENT REPORT:** Mr. Thurman presented the disbursement report to the Board. After a discussion and upon a motion duly made by Commissioner Woulf and seconded by Commissioner Wirth, the bills totaling Bond and Interest Fund - \$620,600.00; Capital Improvement Fund - \$461,958.37; Central Theater Fund - \$38,862.06; Corporate Fund - \$16,341.70; Daycare - \$20,674.08; IMRF Fund - \$3,028.71; Liability Fund - \$3,671.32; Recreation Fund - \$198,181.27 and Social Security Fund - \$6,035.98 were approved as follows:  
*Woulf – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Vandersnick - Absent*

**TREASURER'S REPORT:** Mr. Thurman presented the December 2016 Treasurer's report to the Board. After a discussion and upon a motion duly made by Commissioner Woulf and seconded by Commissioner Wirth, the Treasurer's report was approved as follows:  
*Woulf – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Vandersnick - Absent*

#### **REPORT OF OFFICERS**

**Superintendent of Recreation:** Mr. Thurman presented the December 2016 Recreation reports to the Board.

**Superintendent of Finance and Administration:** none.

**Superintendent of Facilities:** Mr. Himmelman reported 2016 was a good year for Central Theater. Mr. Himmelman presented the 4<sup>th</sup> Quarter 2016 ADA report to the board. During the 4th quarter the following tasks were completed at the community center: insulate exposed pipes under sinks in both senior citizen bathrooms; relocate cabinet in senior citizen women's bathroom to create 60 inches from the side wall and 56 inches from the rear wall; add compliant signage to the senior citizen bathrooms; add compliant thresholds to fill and maintain gaps in both racquetball doorways to a maximum .5"; installed an ADA compliant bottle filling drinking fountain in the main hallway. 2017 1<sup>st</sup> quarter goals for the community center will include: investigate structurally feasible options on lowering fire extinguisher cabinet operating mechanisms to a maximum 48" above the finished floor; add coat racks to both the Dedrick and Senior Room at 48" maximum above the finished the floor. Mr. Himmelman left the meeting at

this time.

**Commissioners:** none.

**Citizen Input:** none.

## **UNFINISHED BUSINESS**

**Strategic Plan Update:** Mr. Thurman stated Chuck Balling will attend the February Board meeting to present the final document for approval. Mr. Thurman will send the document to the board for review as soon as it is received.

**Route 82 Turn Lane:** The Board discussed the turn lane project and is supportive of the development project and collaboration amongst taxing bodies. Commissioner Woulf made a motion to table the discussion until our questions and concerns regarding the project have been adequately answered. The motion was seconded by Commissioner Wirth and approved as follows: *Woulf – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Vandersnick – Absent*

The Board directed Mr. Thurman to send a letter addressing all concerns and questions to City Administrator Lisa Kotter, Mayor Kathy Carroll-Duda and Council member Martin Rothschild.

## **NEW BUSINESS**

**2016 Goals Summary:** Mr. Thurman summarized the 2016 goals for the board.

Administration and Finance Goals: the Geneseo Park District Foundation has been developed and the Annual Gala was changed to Parktoberfest. There were several committees established to report back to the main Parktoberfest Committee. The long term plan to support the annual GPD debt retirement for the Aquatic Center, FUNDing program and GPD wish list will be written in 2017. Study Bank Services: this Goal has been moved to 2017 with a change in the Executive Director. Partnership Program – Sponsorship Packages: a formalized Partnership Program was established and packets were created and mailed to potential partners. Marketing – Activity Guide: after reviewing the answers and comments from the Community Wide Survey, the Park

District will continue to distribute a printed and mailed survey to the community. Aquatic Center – Marketing/Capital Campaign: the key strategies of this goal were all met. We had successful open houses for donors and the public this summer and on time with our construction timeline. We continue to maintain the pledge collection and submitted all appropriate grant material to receive the PARC Grant in 2017. Policy Manuals: over the next couple of years staff will continue to work on creating electronic searchable manuals for all policies and procedures. This will allow for easier access for all employees and more efficient and streamlined updating for administration. Master Plan Update: the Board and Staff approved GovHR to initiate the master plan and ETC to administer the Community Wide Survey. We received survey results, leader-to-leader interviews, staff survey and community meeting information and worked with GovHR to establish four initiatives. Staff each wrote their initiative and presented to the Board in December. The final approval of the Strategic Initiatives will be in February 2017. Park District Assets/Leases/Agreements: this Goal has been moved to 2017 with the new strategic plan with the new Executive Director.

Facilities Goals: staff spent time with contractors to understand the system of the new Aquatic Center. We also received a start-up manual and video. We will also receive training at start-up in 2017. A training schedule was written for part-time staff, but will be reviewed after one year of operation. Staff met to determine recommendations for 2017. Implement PDRMA 2016 Plan of Action and Achieve a Loss Control Review Score of 95% or higher: the Park District had an overall score of 99.34 in our lost control review for 2016. The PDRMA Core 6 were introduced and posted throughout the facility. A back-up alarm was installed on the ejector pumps for the indoor pool to avoid flooding. Equipment Condition Survey: we identified the missing components and added all of the components of the Aquatic Center. The Strategic Plan will cover a 5 and 10 year outlook for capital items to repair and replace any inefficiencies.

Landscaping: plans were set and changed with our landscape consultant and contractor to make the best decisions on upkeep and maintenance on our Aquatic Center landscaping plans. The Community Center landscaping plan was updated and implemented to include changes in the front of the facility. Custodial Team Efficiency: we hired a new Lead Custodian and developed a new work plan. The position was evaluated and a recommendation was made to move this position back to full-time for 2017. Maintain Central Theater Success: we continue to monitor revenues and expenses in 2016. We will move the long term written plan to 2017 to maintain sustainability of the Theater operations after the virtual print fee expires.

Recreation Goals: all business members were contacted throughout the year during their renewal process. A list of new potential members was established and several were visited with. This goal will be moved to 2017 with a new Superintendent of Recreation and reviewing the Business Membership program after the change in 2015. Build Department Efficacy-pursuing educational opportunities: the Superintendent of Recreation attended NRPA, IPRA and started the online version of the HELP program to finish in 2017. The Recreation/Aquatics Manager attended PDRMA and the Risk Management Institute. More educational opportunities will be pursued in 2017 for Recreation/Aquatics Manager and Superintendent of Recreation. Build Department Efficacy-Establish an Internal Communications Committee: the Committee was established and met once in 2016. The committee established new calendars at both desks to put upcoming events on. We incorporated PDRMA training into all of our meetings. Part-time staff was engaged in all parts of the Strategic Plan process. We received over 50 surveys back from the staff, which is over 30%. This was viewed as an extremely high percentage from GovHR for our staff surveys. We have established a Special Events Coordinator and will hire when the new Superintendent of Recreation starts. Enhance Program Offerings and Evaluation: we established an in-house evaluation tool that is emailed out to all participants of programs seasonally. We also send out birthday party evals and facility rental evals weekly. This process has been taken over by the desk staff. We attempted a family fitness yoga this year and had zero

in attendance. We will continue to evaluate family classes in 2017. We have redefined the curriculum of youth basketball and added games to the younger ages as suggested by participants. Membership Services: the renewal letters have gone completely emailed based, except for the people who do not have email addresses. Every member who has not renewed has been followed up with by a phone call from the desk attendant. We continued to offer membership appreciation events in 2016 and have changed how they will be offered in 2017 to events sponsored by the Foundation and FREE to everyone not just members. Strengthen Instruction-Recreation Programs: there was one instructor meeting held in 2016 and all instructors were met with more than once in a one on one setting. Classes were attended in 2016, but more will be attended in 2017 to review instructors and get to know the new Superintendent of Recreation. We have established that a new evaluation tool for instructional staff along with a compensation tool will be reviewed in 2017. Aquatics-Marketing and Public Outreach: we added all new rental procedures for the new Aquatic Center incorporating the poolside room and concession stand areas. We continued to market rentals and parties. The new special event hosted at the Aquatic Center was the Flick-n-Float attended by almost 100 people. We had eight facility rentals and twenty-four poolside room rentals. Aquatics-Staff: all staff was trained appropriately for the new Aquatic Center. We had a new manager and established requirements for this manager. All staff areas had updated training manuals and training at the facility. We received two 4-star audits at the Aquatic Center this summer.

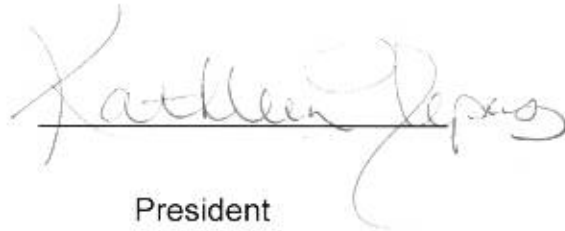
**Resolution #2017-23:** Mr. Thurman presented Resolution #2017-23 to the board for their review. A discussion was held regarding the minutes to be released. A motion was made by Commissioner Wirth and seconded by Commissioner Woulf to approve Resolution #2017-23. The motion was approved as follows:

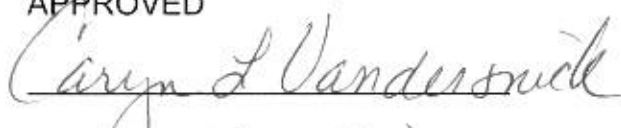
*Woulf – Yes; Wirth – Yes; Repass – Yes; Heaton – Absent; Vandersnick - Absent*

**Board Attendance at 2017 Advisory Committee Meetings:** Mr. Thurman will contact Commissioners Heaton and Vandersnick regarding which meetings they can attend. Sara Wirth can attend the January 30<sup>th</sup> or March 27<sup>th</sup> meeting. Kathleen Repass will attend the May 22<sup>nd</sup> meeting and Joe Woulf will attend the September 25<sup>th</sup> meeting. Other meeting dates are July 31<sup>st</sup> and November 27<sup>th</sup>. All meetings are held in the Dedrick Room at 4:00 pm.

**Board Attendance at Growth Board Meeting:** Kathleen Repass or Caryn Vandersnick will attend the March 20<sup>th</sup> meeting at 5:00 pm at Growth, Inc.

**ADJOURNMENT:** There being no further business to come before the Board and upon a motion duly made by Commissioner Woulf and seconded by Commissioner Wirth the meeting was adjourned at 6:31 P.M.

  
President

APPROVED  
  
Secretary (PRO-TEM)