

**MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE GENESEO PARK DISTRICT, HELD ON SEPTEMBER 13, 2016, AT 541 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, Joe Woulf, Sara Wirth and Greg Heaton. Also present were Paula Verbeck, Superintendent of Finance and Administration/Treasurer; Scott Himmelman, Superintendent of Facilities; Andy Thurman, Superintendent of Recreation; Jodie Olson, Administrative Assistant; Jim Nash, Park District Attorney; Jason Anselment and Cindy Timmerman from IAPD. Citizens in attendance were: Wayne and Shelley Anderson. President Repass acted as Chairman of the meeting and Commissioner Heaton acted as Secretary. President Repass announced that a quorum was present and the meeting having been duly convened was ready to proceed with its business.

**PUBLIC HEARING:** President Repass announced that the first agenda item for the Board of Park Commissioners was a public hearing (the "*Hearing*") to receive public comments on the proposal to sell not to exceed \$650,000 General Obligation Park Bonds (the "*Bonds*") for (i) payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, (ii) providing the revenue source for the payment of the District's outstanding debt certificates, and (iii) payment of the expenses incident thereto, and explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. President Repass opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows: for payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, providing the revenue source for the payment of the District's outstanding debt certificates, and payment of the expenses incident thereto.

Whereupon the President asked for additional comments from the Park Commissioners. Additional comments were made by the following: none. Written testimony concerning the proposed issuance of the Bonds was read into the record by the Secretary and is attached hereto as: none. Whereupon the President asked for oral testimony or any public comments concerning the proposed issuance of the Bonds. Statements were made by the following: none. The President then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds. Park Commissioner Woulf moved and Park Commissioner Heaton seconded the motion that the Hearing be finally adjourned. After a full discussion thereof, the President directed that the roll be called for a vote upon the motion. Upon the roll being called, the following Park Commissioners voted AYE: Repass, Woulf, Heaton, Wirth and Vandersnick. The following Park Commissioners voted NAY: none. Whereupon the President declared the motion carried and the Hearing was finally adjourned.

**APPROVAL OF MINUTES:** Upon a motion duly made by Commissioner Vandersnick and seconded by Commissioner Woulf, the minutes of the regular meeting held on August 9, 2016, were approved as follows:

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

**DISBURSEMENT REPORT:** Mrs. Verbeck presented the disbursement report to the Board. After a discussion and upon a motion duly made by Commissioner Heaton and seconded by Commissioner Woulf, the bills totaling Capital Improvement Fund - \$26,531.58; Central Theater Fund - \$11,556.43; Corporate Fund - \$21,390.81; Daycare - \$42.50; IMRF - \$4,744.34; Liability Fund - \$3,664.37; Recreation Fund - \$58,058.58 and Social Security Fund - \$7,031.15 were approved as follows:

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

Commissioner Vandersnick inquired about the Nash Nash Bean and Ford invoices submitted from prior years. Mrs. Verbeck stated all invoices received to date have been paid with the exception of services rendered in regards to the Growth lease. Attorney Nash stated most of those services will be donated. President Repass and Mrs. Verbeck met with Attorney Jim Nash & Attorney Curt Ford on August 24<sup>th</sup> to discuss Nash Nash Bean & Ford's billing procedure. Legal counsel has agreed to submit monthly invoices that include date of service, attorney assigned to the service along with a summary of services rendered from this point forward.

**TREASURER'S REPORT:** Mrs. Verbeck presented the August 2016 Treasurer's report to the Board. After a discussion and upon a motion duly made by Commissioner Heaton and seconded by Commissioner Woulf, the Treasurer's report was approved as follows:

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

**ADJOURNMENT TO EXECUTIVE SESSION:** Commissioner Vandersnick moved to adjourn to Executive Session at 5:15 P.M. for the purpose of discussing the employment of an Executive Director pursuant to Section 2(c) (1) of the Illinois Open Meetings Act. The motion was seconded by Commissioner Wirth and approved as follows:

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

Staff and Wayne and Shelley Anderson left the meeting at this time.

A discussion was held. No formal action was taken.

Commissioner Wirth moved to return to Open Session at 6:50 P.M. The motion was seconded by Commissioner Woulf and approved as follows:

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

**RETURN TO OPEN SESSION:**

**UNFINISHED BUSINESS**

**Executive Director Search Update:** The Board changed the special meeting date from September 15<sup>th</sup> to September 20<sup>th</sup> at 5:15 pm to discuss qualifications and applicants.

Interviews will take place on October 3<sup>rd</sup> or 4<sup>th</sup>. The actual date and time will be decided at the September 20<sup>th</sup> special meeting.

Jason Anselment and Cindy Timmerman left the meeting at this time.

Staff returned to the meeting at this time.

**Community Survey Presentation:** ETC Institute shared a webinar presentation regarding the community survey results. The survey revealed residents have a positive perception of Park District recreation programs and facilities. Program participation is high and the Park District is the top provider of parks and recreation programs and services in our community.

## **REPORT OF OFFICERS**

**Superintendent of Recreation:** Mr. Thurman presented the August 2016 Recreation reports to the Board and a Day Camp report comparing revenues and expense from 2015 to 2016. Day camp numbers increased tremendously from 2015 to 2016 due to promotion of the program and word of mouth from participants and their parents. A survey was sent to day camp parents and good feedback was received. The 2016 Aquatic Center report will be presented at the October board meeting.

**Superintendent of Finance and Administration:** Mrs. Verbeck stated two Community Meetings will be held to gather input for our Strategic Plan. The meetings will be held in the Poolside Room on September 14<sup>th</sup> at 11:00 am and 5:30 pm. Mrs. Verbeck stated we received a fully executed agreement for the PARC Grant and once all information is received and verified, a press release will be submitted. Our website was down again and we have switched to WTI to avoid future problems. Mrs. Verbeck will view a PDRMA Health Care webinar on September 22<sup>nd</sup>. The PDRMA Program Council will meet on September 28<sup>th</sup>, they are recommending a 0% increase in health care costs for 2017. Mrs. Verbeck will present information from the webinar and meeting at the October Board meeting.

**Superintendent of Facilities:** Mr. Himmelman stated Staff performed a final walk through/punch list at the Edwards Aquatic Center with Scott Illingsworth, Russell Construction

and Mike Piraino, Williams Architects on August 23<sup>rd</sup>. Some items are still outstanding. Final payments will not be released by the Park District until all items are completed. Staff also met with Russell Construction, Centennial Contractors and Williams Architects on September 8<sup>th</sup>, concerning the zero depth patchwork that took place on June 7<sup>th</sup>. Centennial believes the area that required patching was formed greater than one inch in depth. The product poured was specified to be used on pours formed less than one inch. Both areas to the East and West of the patch were less than one inch and the initial pour is performing to specifications. The industry standard warranty on pool shells is two years. In a show of good faith and confidence in this area, Centennial has extended the warranty in the zero depth from two years to three years.

August was a really good month for Central Theater.

**Commissioners:** Commissioner Vandersnick stated Parktoberfest will be held on October 15<sup>th</sup> and tickets are now available for sale at the Front Desk of the Community Center. She also stated the landscaping looks very nice at the front entrance of the Community Center and complimented Tony Forst for his hard work and commitment to this ongoing project.

**Citizen Input:** none.

## **NEW BUSINESS**

**Salary Schedule:** Mrs. Verbeck presented the salary schedule for both full and part-time employees to the board for their review. The leadership team met and would like to recommend the following changes to the part-time salary schedule: change the word Outdoor Pool to Aquatic Center; add a line specifically for the Assistant Manager of the Aquatic Center Concession Stand; increase the Personal Trainer upper limit to be more consistent with what we are paying independent contractors; change the Lead Instructor from a flat fee to a range so we have more options when trying to recruit qualified instructors with experience and certifications; increase the upper limit for lifeguards. As to the full-time Salary Schedule, last year there was some discussion about eliminating the Executive Director's car stipend and having it be absorbed in the salary. The

minimum for the Executive Director and Superintendent are highlighted just to point out that for accreditation they do not meet the minimum set salary standard. Another thing to consider is the new Illinois overtime rules take effect December 1, 2016, and requires employers to provide overtime to all "white collar" employees making less than \$913.00 per week or an annual salary of \$47,476. The new threshold is more than double the current minimum annualized salary of \$23,660. Currently the Administrative Assistant is the only exempt employee that falls under this new minimum. Therefore, it is recommended this position be changed to an hourly rate and receive overtime pay for time worked over 40 hours. After a discussion, a motion to approve the 2017 Proposed Salary Schedule was made by Commissioner Vandernick, seconded by Commissioner Woulf and approved as follows:

*Woulf – Yes; Vandernick – Yes; Wirth – Yes; Heaton – Yes; Repass – Yes*

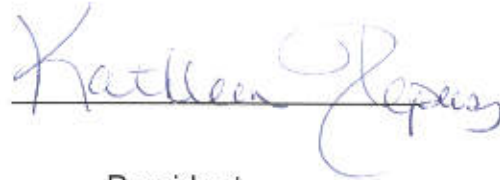
**Fees and Charges Schedule:** Mrs. Verbeck presented the 2017 Fees and Charges to the board for their review. After reviewing current operations and comparing surrounding similar facilities, the leadership team recommends all admissions and membership fees remain the same along with the following changes to the Fees & Charges Schedule: add use of concessions for Aquatic Center Rental; add shelter rental at the Athletic Field; increase additional slide fee; increase additional slide design fee; increase ad fee at both Theater & Center; add fee for a 30 gallon bag of popcorn from the Theater; remove the non-profit fundraising event fee; increase birthday party package; remove counter cards & box office handouts. After a discussion, a motion to approve the 2017 Proposed Fees and Charges Schedule was made by Commissioner Heaton, seconded by Commissioner Wirth and approved as follows:

*Woulf – Yes; Vandernick – Yes; Wirth – Yes; Heaton – Yes; Repass – Yes*

**2017 Consolidated Election:** The terms of Commissioners Repass, Heaton and Wirth will expire in April of 2017. Candidates must be a qualified voter and reside within the Geneseo Park District. Candidates may begin to circulate petitions for nomination beginning September 20, 2016. Petitions must have at least 50 signatures of qualified voters of the Geneseo Park

District. A statement of economic interest must be filed with the Henry County Clerk before filing the petition with the Park District. The first day for filing a petition for candidacy is December 12, 2016, and the last day is December 19, 2016. Petitions are to be filed at the Park District office. A statement of candidacy shall be required. The election will be held on April 4, 2017.

**ADJOURNMENT:** There being no further business to come before the Board and upon a motion duly made by Commissioner Vandersnick and seconded by Commissioner Heaton the meeting was adjourned at 7:40 P.M.

A handwritten signature in blue ink, appearing to read "Kathleen Lopez", written over a horizontal line.

President

APPROVED

A large, stylized handwritten signature in blue ink, written over a horizontal line.

Secretary