

**MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE
GENESEO PARK DISTRICT, HELD ON DECEMBER 12, 2017, AT 501 EAST NORTH STREET
GENESEO, ILLINOIS AT THE HOUR OF 6:30 P.M.**

The meeting was held pursuant to the notice posted in the office of the Park District. The meeting was called to order at 6:30 pm and upon the roll being called, the following Park Commissioners were physically present at said location: Caryn Vandersnick, Doug Bodeen, Nathan Vorac, Kathleen Repass and Joe Woulf. Also present were Andy Thurman, Executive Director; Paula Verbeck, Superintendent of Finance and Administration; Scott Himmelman, Superintendent of Facilities; Andrew Sigwalt, Superintendent of Recreation; and Jodie Olson, Administrative Assistant. President Vandersnick acted as Chairman of the meeting and Commissioner Bodeen acted as Secretary. President Vandersnick announced that a quorum was present and the meeting having been duly convened was ready to proceed with its business.

APPROVAL OF MINUTES: Upon a motion duly made by Commissioner Woulf and seconded by Commissioner Vorac, the minutes of the regular meeting held on November 14, 2017, were approved as follows:

Vorac – Yes; Bodeen – Yes; Woulf – Yes; Vandersnick – Yes; Repass – Abstain

DISBURSEMENT REPORT: Mrs. Verbeck presented the disbursement report to the Board. After a discussion and upon a motion duly made by Commissioner Bodeen and seconded by Commissioner Woulf, the bills totaling Audit Fund - \$15,000.00; Bond and Interest Fund - \$644,583.33; Capital Improvement Fund - \$2,572,455.32; Central Theater Fund - \$25,483.21; Corporate Fund - \$23,589.10; Daycare Fund - \$25,195.29; IMRF Fund - \$2,664.15; Liability Fund - \$4,026.80; Recreation Fund - \$37,546.56 and Social Security Fund - \$4,218.39 were approved as follows:

Vorac – Yes; Bodeen – Yes; Woulf – Yes; Vandersnick – Yes; Repass – Yes

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

Vorac – Yes; Bodeen – Yes; Woulf – Yes; Vandersnick – Yes; Repass – Yes

A motion to transfer money between line items within the fund was made by Commissioner Repass, seconded by Commissioner Woulf, and approved as follows:

Vorac – Yes; Bodeen – Yes; Woulf – Yes; Vandersnick – Yes; Repass – Yes

REPORT OF OFFICERS

Executive Director: Several staff members attended the Northwest Illinois Association of Park and Recreation meeting in Genoa on November 30th, for networking and a presentation on Community Gardens. The District has discussed Community Gardens in the past and may look to input a small section of plots within one of the Park District park areas. The information provided was helpful and there are resources through local outlets and through NRPA (National Recreation and Park Association). In November, Mr. Thurman attended the IAPD (Illinois Association of Park Districts) and PDRMA (Park District Risk Management Agency trainings in the Chicago suburbs. The Legal Symposium included sessions on Best Practices for Minimizing Cyber Liability, Change of Use or Private Use of Bond-Financed Park Facilities, New Laws and Legislative Issues from the 100th General Assembly and Significant Court Decisions Affecting Your Districts Day to Day Operations. The PDRMA Risk Management Institute, held on November 17th, concentrated on risk tolerance and procedures. Sessions attended were; Agency In Crisis – What do you do if something goes wrong?, Life and Death of the Performance Review and What is your Risk Management Tolerance. Mr. Thurman continues to meet with our attorney and representatives from Growth Inc and the Henry County Senior Citizens to update their lease. Shelley Gorman, from Growth Inc, met with Mr. Himmelman and Mr. Thurman separately to go through their side of the building and to understand some of their updates and concerns. Mr. Thurman has met with all of the full-time staff to cover their 2017 evaluations. All supervisors have turned in their evaluations for Mr. Thurman's review and will have until late December to sit down with each part-time staff member to cover their evaluations. Staff is making their final orders for capital items in 2017. We have a couple items being purchased for the Fire Security System in the building, computers and several other supplies to close out 2017. Anderson Park now has three new trees, a shed and several pieces of garden and maintenance equipment. These items were purchased with a donation from the Kohne family and we will receive a similar donation in 2018 to continue with an added sidewalk and pad for a donated bronze sculpture from the family. The Advisory Committee met on November 27th. Jody Newkirk came for his first meeting and Kris Johnson resigned from the Committee. The Committee had a great discussion on pricing and new ideas were brought

up. We will continue to look for new Committee members as Julie Lake stepped down as well.

Superintendent of Recreation: Mr. Sigwalt presented the November 2017 recreation reports to the Board. Free events offered in November and December include: Introduction to Yoga Course; Santa at the Center; Santa Visits; Jingle Bell Obstacle Course; Jingle Bell Skate; Free Swims and Bounce House. Shannon Port offered Pound, PiYo, Barre and Sculpt and Flow Yoga classes for free in November; Yvette Biddle offered Morning Mix class for free the Friday after Thanksgiving; Kelley Timmerman will teach the Cycle and Strength class for free on December 26th and 28th.

Superintendent of Finance and Administration: Mrs. Verbeck stated the annual audit interview with Ron Amen from Lauterbach and Amen will be held on December 13th, the Preliminary Audit is scheduled for January 11th and the week long audit will be performed February 12th – 16th. A checking account has been opened with Central Bank and we will begin using it on January 1, 2018. A 5 year CD has been purchased from Farmers National Bank. The date for Parktoberfest has been changed from October 13th to October 20th, 2018.

Superintendent of Facilities: Mr. Himmelman stated the Indoor Pool will be shut down for routine maintenance December 18th – January 1st and the following projects will be completed: replace the lighting with new LED fixtures; replace a service tunnel hatch; re-work the components to the north emergency exit doors; add our new logo to the north wall. Other project to be completed before the end of the year include: repairs to the concrete on the Athletic Field basketball court; sidewalk repairs to the City sidewalk at Anderson Park that was damaged during the house demo; replace two bad valves in the lap pool surge pit at the Aquatic Center; fire alarm upgrades at the Community Center and Growth Daycare; replace Athletic Field tennis court lights with LED fixtures. Central Theater was up in revenue from the previous three months. Star Wars the Last Jedi will show on opening night December 14th.

Commissioners: Commissioner Vandersnick commended staff on the Winter Spring Activity Guide. Commissioner Repass stated the Ernst soccer field project is in the development discussion stage and she has asked that a Park District representative be invited to attend all future meetings.

CITIZEN INPUT: None.

UNFINISHED BUSINESS

Tentative Budget and Appropriation Ordinance #2018-151: Mrs. Verbeck presented Tentative Budget and Appropriation Ordinance #2018-151 to the Board for approval. After a discussion and upon a motion made by Commissioner Woulf and seconded by Commissioner Repass, the tentative budget was approved as follows:

Vorac – Yes; Bodeen – Yes; Woulf – Yes; Vandernick – Yes; Repass – Yes

The tentative budget and appropriation ordinance will be made available for public inspection.

Tax Levy Ordinance #2017-150: Mrs. Verbeck presented Tax Levy Ordinance #2017-150 to the board for approval. After a discussion and upon a motion made by Commissioner Repass and seconded by Commissioner Vorac, Tax Levy Ordinance #2017-150 was approved as follows:

Vorac – Yes; Bodeen – Yes; Woulf – Yes; Vandernick – Yes; Repass – Yes

Mrs. Verbeck left the meeting at this time.

HVAC Bid: Our three year contract for the Community Center HVAC systems with Johnson Controls expires December 31, 2017. Contractors were asked to submit a bid covering the next three years beginning January 1, 2018. Six companies submitted a bid. The Community Centers HVAC contractor for the past nine years has been Johnson Controls. The lowest bid was TMI. Mr. Himmelman contacted references for TMI that include total coverage agreements and swimming pool dehumidification systems. References contacted were: Geneseo Community School District, Geneseo St. Malachy's Church, Geneseo Public Library, Two Rivers YMCA, Mercer County YMCA and the DeWitt Fitness Center. All six references had positive comments with no negative feedback and were happy with the quality of service provided by TMI. Staff recommends that the Board of Park Commissioners award a three year contract to TMI of locally owned Bettendorf, Iowa beginning in 2018. After a discussion, Commissioner Bodeen made a motion to award a three year contract to TMI. The motion was seconded by Commissioner Woulf and approved as follows:

Vorac – Yes; Bodeen – Yes; Woulf – Yes; Vandernick – Yes; Repass – Yes

The Park District has never established a contract for the HVAC systems at the Aquatic Center and/or Outdoor Pool. Contractors were solicited to bid for the next 3 years beginning January 1, 2018. Six companies submitted a bid for full coverage as well as a planned service program. Wirth Inc. has always

provided the Park District swimming pools with our HVAC system maintenance and winterization. This was on an as needed basis. After reviewing the bids and considering it is a seasonal facility (exception to the Poolside Room and concession stand), staff does not recommend entering into a contract at this time. Staff will hire Wirth Inc. on an as need basis and for winterization. This procedure will be evaluated over the next couple of years, and, if found necessary, a future contract can be considered and re-bid.

Mr. Himmelman left the meeting at this time.

Strategic Plan Review: Staff has continued to work closely in line with the Strategic Plan over the last year. The Plan has been a guide to follow and refer to when making decisions and answering questions. The goals set for each year have been evaluated through the Strategic Plan. Some areas have been accomplished ahead of time and others will be re-evaluated on the timeline to accomplish within the five year plan. The goals summary for 2017 will be presented in January and goals for 2018 will continue to reflect the Strategic Plan and personal growth goals in each area. The main theme of the Strategic Plan has been to maintain what we have and evaluate current programs and services. Several areas that staff is particularly proud of are the revitalizing of the Community Center with paint, carpet, equipment, lighting enhancements and new front entry walkway. Other great strides were taken with reviewing and updating our banking services and maintaining our tax rate. The Recreation Department did a fantastic job promoting new FREE programs and events and adding numerous fitness classes this winter and reviewing the Community Wide Survey to promote new programs to different demographics in the future. Staff has worked extremely hard to follow this plan and review it on a regular basis. The Strategic Plan is available to the public on our website.

Senior Lease: This topic was on the agenda but was not discussed. Discussion will be held at the January 2018 meeting.

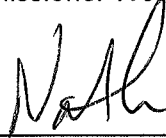
Growth Lease: This topic was on the agenda but was not discussed. Discussion will be held at the January 2018 meeting.

Others: Mr. Thurman shared thank you letters received from GPD gymnastic team members thanking the Foundation for the new leotards they received.

NEW BUSINESS

2018 Advisory Committee Meeting Attendance: After a discussion, Commissioner Woulf agreed to attend the January 29th meeting; Commission Repass will attend the March 26th meeting; Commissioner Bodeen will attend the May 21st meeting; Commissioner Vorac will attend the September 24th meeting and Commissioner Vandersnick will attend the July 30th and November 26th meetings.

ADJOURNMENT: There being no further business to come before the Board and upon a motion duly made by Commissioner Repass and seconded by Commissioner Woulf the meeting was adjourned at 7:10 P.M.



President

APPROVED



Secretary