

**MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE
GENESEO PARK DISTRICT, HELD ON NOVEMBER 14, 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 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. Citizens in attendance were Kelly Vincent and Jennifer Wilkinson. 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 October 10, 2017, were approved as follows:

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

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 Capital Improvement Fund - \$372,347.99; Central Theater Fund - \$4,851.54; Corporate Fund - \$10,505.64; IMRF Fund - \$3,529.53; Liability Fund - \$4,286.32; Recreation Fund - \$39,974.02 and Social Security Fund - \$6,598.19 were approved as follows:

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

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

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

REPORT OF OFFICERS

Superintendent of Recreation: Mr. Sigwalt presented the October 2017 recreation reports to the

Board. The annual Turkey Trot was sponsored by the Park District Foundation this year and offered to the community for free. It was a successful event and well attended with 80 pre-registered and 58 participants the day of the event. 18 Turkeys were given away and Geneseo Fareway donated half of the turkeys. Upcoming events include Santa at the Center; Santa Visits; Jingle Bell Obstacle Course, Jingle Bell Skate, 30 days for \$30 membership promotion and discount days for daily admissions. As part of the 2017 Recreation Department Goals, Mr. Sigwalt obtained his CPO Certification.

Superintendent of Finance and Administration: Mrs. Verbeck stated we are accepting applications for Park District Foundation board members. The application and job description are available on our website or interested parties may contact Mrs. Verbeck. We are also seeking Parktoberfest Committee members.

Superintendent of Facilities: Mr. Himmelman stated we have a 3 year agreement with Johnson Controls to maintain our HVAC equipment and mechanical systems that ends on December 31st. A public bid for this agreement was advertised and the bid opening will be held on November 15th at 1:00 pm. We also asked for pricing to maintain the aquatic center and will have a recommendation for the board at the December board meeting. Improvements to Anderson Park include: moving the West fence over to the new property line with the South fence being extended to meet up with the West fence. A shed has been installed which currently houses a new lawn mower and additional smaller tools used to maintain the property. One Red Maple and two Hemlock Evergreens will be installed this month and we will be repairing the small portion of sidewalk that was damaged during the demo of the home. October was a slow month at Central Theater but we have already seen an increase with the movie Thor: Ragnarok during the first week of November. Coco will showing on opening night November 22nd and Star Wars the Last Jedi will show on opening night December 14th.

Commissioners: Commissioner Vandersnick commended staff on handling public relations.

CITIZEN INPUT: Kelly Vincent and Jennifer Wilkinson attended the meeting on behalf of the Growth board and stated they were just hear to listen to the Growth Lease discussion and were happy to answer any questions presented to them.

UNFINISHED BUSINESS

Growth Lease: During the October Board Meeting, Commissioners discussed options for an updated Growth Inc. lease. A discussion was held regarding the term of the lease and the amount of an annual increase to meet a specific dollar amount over the duration of the lease. Growth made a recommendation to remove the current HVAC replacement clause and to clarify other maintenance issues described in the current lease. After a discussion, the Board directed Mr. Thurman to have our attorney prepare a 5 year lease with no increase in 2018 and a \$100.00 annual increase over the remaining four years of the lease to gradually increase the monthly rent from \$2,300 to \$2,700. The board also requested the HVAC replacement clause be removed in the new lease but revisit this item every 5 years when a new lease is written. Mr. Thurman and Mr. Himmelman will meet with Mrs. Gorman to discuss other maintenance issues to be clarified in the new lease which we be presented for board approval at the December board meeting.

Mrs. Vincent and Mrs. Wilkinson left the meeting at this time.

Henry County Senior Citizens Lease: The Henry County Senior Citizens currently rent space on the west side of the Community Center from the Park District. The space they rent includes an office area, social space and half of the kitchen. The main social space of this room is 2,960 sq ft and the office is 259 sq ft. Total square footage is 3,219. The current agreement we have with the Henry County Senior Citizens is from 1981 with a short addendum in 1987 for an increase in the rental rate. Mr. Thurman has been working with the Senior Citizens Site Council and our attorneys to update this agreement. Mr. Thurman presented to the board for approval a draft agreement and a list of items the Site Council would like to see as part of the agreement. After a discussion and upon a motion made by Commissioner Bodeen and seconded by Commissioner Vorac, the proposed lease with requested items was approved as follows:

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

Insurance Policy: A discussion was held regarding the option of adding a vision plan and a dental plan as part of the full-time employee benefit package. Currently, full-time staff are offered health insurance options, life insurance options and supplementary life insurance options. Another topic discussed was the benefit amount of the basic life insurance plan provided. Commissioners Vandersnick, Bodeen, Woulf and Vorac discussed the importance of offering competitive benefits in order to retain existing staff and recruit qualified staff when necessary. Commissioner Vandersnick shared a comment from Commissioner Repass stating

she would recommend that the benefit package offered be similar to other taxing bodies in the county. She recommends the \$200 vision option as an employee paid add on, the proposed dental option with no ortho, and a basic life insurance benefit of \$50,000. A motion to add the \$200 vision benefit and dental with ortho benefit to the insurance policy and increase the basic life insurance to 2x salary with a maximum of \$200,000 was made by Commissioner Woulf. The motion was seconded by Commissioner Bodeen and approved as follows: *Vorac – Yes; Bodeen – Yes; Woulf – Yes; Vandersnick – Yes; Repass – Absent*

Advisory Committee Applicant: Mr. Thurman presented an application received from Jody Newkirk stating his interest in being a representative on the Advisory Committee. Commissioner Vorac made a motion to appoint Mr. Newkirk to the Advisory Committee. The motion was seconded by Commissioner Woulf and approved as follows:

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

NEW BUSINESS

Approval for Preparation of Estimated Tax Levy: After a discussion, Commissioner Bodeen made a motion directing staff to prepare the 2017 Tax Levy Ordinance, not to exceed more than 5% greater than the preceding year's extension, therefore a Truth in Taxation Hearing is not required. Commissioner Woulf seconded the motion and it was approved as follows:

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

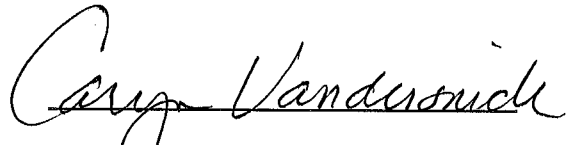
Tentative Budget and Appropriation Ordinance #2018-151: Mrs. Verbeck presented Tentative Budget and Appropriation Ordinance #2018-151 to the Board for review.

Theater Manual: Park District policies and manuals are reviewed by Staff and Park District Attorneys per accreditation standards. Mr. Thurman presented the Central Theater Manual to the Board for approval. Commissioner Woulf made a motion to approve the Theater Manual. The motion was seconded by Commissioner Vorac and approved as follows:

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

Executive Director Performance Evaluation: President Vandersnick stated an evaluation tool was available in the Board packet. She is currently gathering evaluations and will meet with Mr. Thurman soon.

ADJOURNMENT: There being no further business to come before the Board and upon a motion duly made by Commissioner Vorac and seconded by Commissioner Woulf the meeting was adjourned at 7:28 P.M.


President

APPROVED


Secretary