

**MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE
GENESEO PARK DISTRICT, HELD ON DECEMBER 11, 2018, 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, Kathleen Repass, Joe Woulf and Nathan Vorac. Commissioner Doug Bodeen entered the meeting at 6:35 pm. 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 included: Sharon Rausch, Mary Lack, Ruth Dekezel, Phyllis Pogorzelski, Sheila Henson, Joan Emerick, Sue Conrad, Helen Shore, Mary Jugenheimer, John Jugenheimer and Lee Rousch. 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 Vorac and seconded by Commissioner Repass, the minutes of the regular meeting held on November 13, 2018 were approved as follows:

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

DISBURSEMENT REPORT: Mr. Thurman presented the disbursement report to the Board. After a discussion and upon a motion duly made by Commissioner Repass and seconded by Commissioner Woulf, the bills totaling Capital Improvement Fund \$156,289.07; Central Theater Fund \$5,260.74; Corporate Fund \$11,128.78; Daycare Fund \$109.50; Liability Fund \$3,461.30; Recreation Fund \$32,806.27; Social Security Fund \$4,434.98 were approved as follows:

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

TREASURER'S REPORT: Mr. Thurman presented the November 2018 Treasurer's report to the Board. After a discussion and upon a motion duly made by Commissioner Woulf and seconded by Commissioner Repass, the Treasurer's report was approved as follows:

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

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

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

REPORT OF OFFICERS

Commissioner Bodeen entered the meeting at this point.

Superintendent of Facilities: Mr. Himmelman stated the gym stairs have an approximate manufacture completion date of December 14th with an approximate install date the week of December 17th. Staff replaced a Cardio/Weight Room television that failed. Staff replaced three emergency lights in the indoor pool section that failed inspection. Growth Daycare was inspected by the Fire Marshall and because they occupy our main gym, their code requires our gym storage room double doors to be replaced with 45-minute fire rated doors. Staff replaced the gym storage room doors with the gymnastic storage room doors that do not have this requirement. A service call has been placed with American Industrial Doors to adjust the Southeast gym door that does not open with the required minimum force. A sensor was replaced on the North Growth Daycare exterior wall light. Two replacement windows have been installed in Growth Daycare's kitchen. Our annual fire alarm inspection was held on October 30th, no remediation is necessary at this time. Mr. Himmelman met with Brett Decker from Central Bank and a roofing contractor to discuss the roof leak we are experiencing down the West wall of the Theater. An indoor pool shutdown will be held from December 23rd through January 1st for annual maintenance. Central Theater had a slower month than normal in November but is having a good year overall. Mary Poppins Returns will show on Opening Night, December 19th. Mr. Himmelman left the meeting at this time.

Executive Director: Mr. Thurman has meet regularly with senior groups to transition in to taking over senior programming on January 1st. We will continue with the Kitchen Band, Card Club, Bingo and Exercise Classes run by volunteers. The meal program and driving program will no longer be run out of the Senior Center. Mr. Thurman contacted several Geneseo locations to see if they would like to serve meals to the group. Henry County Senior Citizens will continue to provide home delivered meals and are looking into alternate locations for the meal program as well. If they would like to continue to serve

here, they would have to be treated like Kiwanis or Rotary since they charge for meals. This would include a rental of the space and the insurance. Henry County will continue to provide rides and the Site Council is donating their van to Henry County Senior Citizens. Mr. Thurman attended the IAPD Legal Symposium in Oak Brook on November 8th. They provide six sessions throughout the day highlighting cases and scenarios we need to be aware of as Park District professionals. One area that has come to light more and more is harassment in the workplace and how to handle this. This conference is also a great networking opportunity. Mr. Thurman and Mr. Himmelman attended the PDRMA Risk Management Institute in Tinley Park on November 16th. There were several sessions on analyzing risk situations and an afternoon breakout session on employee financial wellness. Mr. Thurman met with the Mayor and Dave Stover regarding future pickleball courts. We are looking at some options for updating the courts at the Athletic Field to include pickleball next summer. The pickleball group would like to continue to use Richmond Hill until it is demolished with their renovations. Mr. Stover would like to see a complex at the Athletic Field. This conversation will continue while we analyze the Athletic Field over the next year. The Chamber Board has had several meetings regarding potential candidates for their Executive Director. They will continue to meet and Mr. Thurman will be part of the interview process as 2019 Chamber Board President. Mr. Thurman was elected as the Northwest Representative on the IPRA Board for 2019.

Superintendent of Recreation: Mr. Sigwalt presented the November 2018 recreation reports to the Board. Rentals for the Community Center saw a large increase in 2018 due to the following major contributors: in 2017 the High School Gymnastics team became a school program, so revenue for that program no longer went into registration, instead, the School District paid an annual rental fee of \$2,000 to use the space at the Community Center. This rental fee was not collected for the 2017 school year. In 2018, we received \$4,000 to cover the 2017 and 2018 school years. Dr. Harzman with Davenport Audiology paid for six months of rentals to cover through June of 2019 for a total of \$990. In past years this rental was paid to the Senior Center, not to the Park District. Free Swims were held in the Indoor Pool on November 19th and 21st with 27 and 42 participants. Free Bounce House was held on November 20th and 23rd with 42 and 5 participants. We hosted Santa at the Center on December 1st and Santa Home Visits on December 2nd. The Jingle Bell Obstacle Course and Jingle Bell Skate were held on December 8th. The Bright Beginnings

Christmas Preschool program will be held in our gym on December 16th. Free Bounce House will be offered on December 28th and December 31st.

Superintendent of Finance and Administration: None.

Commissioners: None.

Citizen Input: Mary Lack, Sharon Rousch and John Yugenheimer spoke on behalf of the Geneseo Kitchen Band. The Kitchen Band started in 1980. Presently they have 14 members, all volunteers, mostly composed of retired senior citizens. They practice once a week at the Senior Center and perform usually 2 shows a week in Geneseo and surrounding communities. They do not charge a fee for their service, but donations are accepted. The group stated they would like to continue to practice at the Senior Center but cannot afford the rental fee and do not wish to become a park district program. The board listened to their concerns and will review options available at an upcoming 2019 board meeting.

Mr. Thurman shared a thank you card received from the Special Education Program at Geneseo Middle School for the passes donated to their classroom incentive program.

UNFINISHED BUSINESS:

Approval of Tax Levy Ordinance #2018-154: Mr. Thurman presented Tax Levy Ordinance #2018-154 to the board for approval. After a discussion and upon a motion made by Commissioner Repass and seconded by Commissioner Woulf, Tax Levy Ordinance #2018-154 was approved as follows:
Vorac – Yes; Vandersnick – Yes; Repass – Yes; Woulf – Yes; Bodeen – Yes

Tentative Budget and Appropriation Ordinance #2019-155: Mr. Thurman presented Tentative Budget and Appropriation Ordinance #2019-155 to the Board for approval. After a discussion and upon a motion made by Commissioner Vorac and seconded by Commissioner Repass, the tentative budget was approved as follows:

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

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

NEW BUSINESS:

2019 Advisory Committee Attendance: The board discussed and scheduled attendance dates for upcoming 2019 Advisory Committee meetings. January 28th Joe Woulf, March 25th Caryn

Vandersnick, May 20th Nate Vorac, July 29th Doug Bodeen, September 30th Kathleen Repass, November 25th to be determined.

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 2018 will be presented in January and you will notice that the goals for 2019 will be reflective of the Strategic plan. The 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 the gym project. The Recreation Department is extremely happy with adding outdoor programming by partnering with the Izaak Walton League. We also have maintained our FREE programming throughout the year that continues to receive positive feedback. The Finance Department has done a fantastic job working with all departments to provide ownership of their budgets. The Strategic Plan is available for public inspection on our website.

2019 Goals: The Park District Board and Staff approve yearly goals and long-term goals set forth by the Strategic Plan and by reviewing current needs of the Park District. The goals are separated by department and goals are added each year for personal and departmental growth outside of the Strategic Plan. Over the past couple years some areas have been modified and updated. The 2019 Goals were presented to the board for approval. Commissioner Repass stated she would like staff to investigate updating the kitchen and having it certified as a commercial kitchen for rentals which would create cash flow opportunities and be a service to our community. After a discussion, Commissioner Woulf made a motion to approve the 2019 Goals. The motion was seconded by Commissioner Repass and approved as follows:

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

The 2019 goals will be available for public inspection on our website.

Other: The board discussed the requests made by the Geneseo Kitchen Band members during citizen input. Mr. Thurman will send the board our rental policy for review along with a copy of the

original agreement with the Geneseo Senior Citizens. Options will be discussed at an upcoming board meeting and presented to the Geneseo Kitchen Band in writing. Commissioner Repass stated Board members should try to attend any upcoming meetings regarding senior programming with Director Thurman.

ADJOURNMENT: There being no further business to come before the Board and upon a motion duly made by Commissioner Bodeen and seconded by Commissioner Vorac the meeting was adjourned at 8:10 P.M.



President

PRO-TEM

APPROVED



Secretary