

**MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE
GENESEO PARK DISTRICT, HELD ON FEBRUARY 13, 2018, AT 541 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, Joe Woulf, Nathan Vorac, Doug Bodeen and Kathleen Repass. Also present were Andy Thurman, Executive Director; 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 Bodeen and seconded by Commissioner Repass, the minutes of the regular meeting held on January 9, 2018, were approved as follows:

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

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 Vorac, the bills totaling Capital Improvement Fund - \$90,343.76; Central Theater Fund - \$12,050.68; Corporate Fund - \$12,295.99; Daycare Fund - \$2,727.60; Liability Fund - \$3,474.66; Recreation Fund - \$28,750.11 and Social Security Fund - \$3,906.60 were approved as follows:

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

TREASURER'S REPORT: Mr. Thurman presented the January 2018 Treasurer's report to the Board. New in 2018 is monthly interest across all funds because of the switch to Central Bank and the interest we are now earning on our checking account. After a discussion and upon a motion duly made by Commissioner Repass and seconded by Commissioner Woulf, the Treasurer's report was approved as follows:

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

REPORT OF OFFICERS

Executive Director: Mr. Thurman attended the Quad Cities Area Regional Directors (QCARD) Meeting on January 11th in Rock Island. Mr. Thurman met with Arnold Taube, Kiwanis Member, to discuss their possible donation of a playground to either the City or the Park District. Three Commissioners and 3 staff attended the Annual IPRA/IAPD Conference in Chicago in January. During the Annual Business Meeting we received our Award for the most Outstanding Facility for the John & Carla Edwards Aquatic Center. The award plaque is hanging in our trophy case in the main hall of the Community Center. Mr. Thurman met with JoCarroll Energy and our farm renter, Rick Livesay, on January 16th at the Edwards Property to discuss placement of a new pole and guide wire along the easement of the property. This new pole and guide wire is necessary due to the tension of the pole on the corner of the Private Drive and Route 82. We continue to do background checks on all volunteers who assist with programs. Occasionally, we will have a background check come back with something we need to review with PDRMA. We make decisions on if this person is eligible to coach or volunteer in the program. This is left to our discretion depending on the offense. Mr. Thurman holds the position of Geneseo Chamber of Commerce Board Vice President for 2018 and will be the Board President in 2019. His time commitment to the Chamber will include a couple meetings a month and then volunteer work outside of regular business hours during larger Chamber events. Mr. Thurman attended the Richmond Hill Park planning meeting on January 25th. Hitchcock design administered the meeting and gave a general overview and outline of the project. They encouraged individuals to visit the City of Geneseo website to take a new survey on the plan. Mr. Thurman set-up a meeting with the City and School District to discuss future plans for each organization so we are all answering questions appropriately and understand what the plans are for each organization moving forward. Mr. Thurman met with Alex Cechowicz, Summer Sellman and Beth Winkleman on January 30th at 6:00 pm to start conversations for Parktoberfest 2018. Alex will be the Chairperson on the Committee and Beth and Summer will Co-chair the auction committee. The first meeting date for the entire Committee will be February 28th at 6:00 pm in the Poolside Room. Mr. Thurman and Mr. Himmelman met with John Mahon from Bracke, Hayes, Miller and Mahon to get drawings started and bid documents out for the update of the gym floor, walking track, lighting, windows and possibly fans in the gym. The preliminary timeline for construction will be late May through June 2018. Commissioner Vandersnick requested a rendition of the plan be shown to the board.

Superintendent of Recreation: Mr. Sigwalt presented the January 2018 recreation reports to the

Board. Events offered in January and early February included: Free Swim; Free Youth Pickleball Tournament; Free Yoga at the Library; Daddy Daughter Dance and Free Yoga with Adam Hinrichs. Upcoming Events in February and March include: Free Bounce House; Free Swim; Free Yoga with Adam Hinrichs; Free Yoga at the Library; Mom & Son Night of Fun; Free Easter Egg Hunt and Spring Break Camp. The Park District was awarded a grant from Kiwanis Club for the Summer Day Camp Program. New gymnastics equipment has been installed including a high bar and new blocks. New roller-skates have been delivered and multi-colored lighting fixtures have been permanently installed in the main gym for our popular roller-skating program. Mr. Sigwalt presented the 2017 Fall Recreation Report. Mr. Sigwalt presented the 2017 Annual Recreation Report which compares on overview of all three of our seasons next to each other, 2017 totals and 2017 budgeted amounts. This report will be extremely helpful to determine trends for future programming.

Superintendent of Finance and Administration: Mr. Thurman stated the Auditors are on-site this week performing the 2017 audit fieldwork. As part of our all staff Wellness program and in recognition of February 17th being Random Act of Kindness Day, the Park District is challenging all of its employees to do a Random Act of Kindness each day of February. All employees that participate will be entered into a drawing. In January we kicked off the Wellness program with a yearlong walking and reading challenge which includes monthly drawings and an annual prize for each challenge. Supervisors reviewed all job descriptions and they were updated with PDRMA required safety items and other changes as necessary and approved by the Executive Director. Job descriptions are reviewed by staff at a minimum of every 5 years. All job descriptions are available in hard copy at the front desk and are also available online on our staff website for all staff to review. Staff are working with deadlines to get outstanding accreditation items to Paula. Once all items are received, Andy will perform the self-evaluation and submit our application by April 1st.

Superintendent of Facilities: Mr. Himmelman prepared the IPRA Environmental Report Card for Parks and Recreation Agencies self-evaluation tool. After all questions were answered and points totaled, the Park District earned a score of 87% which means our agency is doing a very good job, and should keep up the good work. Questions that received a no answer, will be reviewed and strategies will be developed to address these areas. This document was reviewed and approved at the Board meeting and signed by Mr. Thurman and President Vandersnick. New LED light fixtures were installed at the Athletic

Field Tennis Courts. Mr. Himmelman met with Double S masonry to discuss mud jacking two exterior entrance slabs that have sunken at the North and East entrances at Growth Daycare. We are currently waiting on a quote to perform the work. Mr. Himmelman met with Henry County Highway Department to discuss re-paving the drive at the Athletic Field from North Street to the shed this summer. We are currently waiting on a quote. Staff performed a request for proposal for custodial supplies. We will be switching the majority of our items to Supply Works Company. We are estimating an annual savings of approximately \$1,500 on custodial supplies. Treadmill Heroes Inc. performed quarterly preventative maintenance on the cardio & strength equipment on February 7th. Staff met with Tom Hudson from Steve's Nursery and discussed a layout of a walking path to connect the existing park to the new addition. We are currently waiting for a quote from Mr. Hudson. Mr. Thurman presented the January 2018 Central Theater Report to the Board. January was a good month of attendance with the final two weeks of Star Wars. Wonder Woman was held over a 2nd week and Jumanji showed for one week. Black Panther will show on Opening Night February 16th.

Commissioners: Commissioner Vorac stated he attended the Daddy Daughter Dance and it was a great event and he and his daughters had a blast. He also stated communication was very good regarding keeping participants informed on the status of the event due to inclement weather. Commissioner Vandersnick encouraged commissioners to volunteer at upcoming park district events and attend state conference next year if available.

CITIZEN INPUT: None.

CITIZEN INPUT ON ADA COMPLIANCE: None.

UNFINISHED BUSINESS:

Other: Mr. Thurman shared information from a presentation he attended during Geneseo Rotary Club regarding the Maple Leaf Height sub division.

NEW BUSINESS:

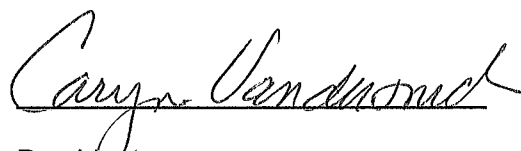
Personnel Policy Manual Approval: The Personnel Policy Manual was reviewed and revised by staff, reviewed by our Attorney and presented to the Board for approval. After a discussion and upon a motion duly made by Commissioner Repass and seconded by Commissioner Woulf, the Personnel Policy Manual was approved as follows:

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


The Personnel Policy is reviewed by all staff at a minimum of every 5 years. The updated Personnel Policy Manual is available in hard copy at the front desk and is also available online on our staff website for all staff to review.

Board Staff Workshop Discussion: Derke Price, Attorney with Ancel Glink will hold a Board/Staff Workshop on Prevailing Wage at 4:30 pm prior to the May 8th Board meeting in the Poolside Room at the Aquatic Center. The Board Meeting will be held at 6:30 pm as scheduled, also in the Poolside Room.

ADJOURNMENT: There being no further business to come before the Board and upon a motion duly made by Commissioner Bodeen and seconded by Commissioner Repass the meeting was adjourned at 7:18 P.M.


President

APPROVED


Secretary