

**MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE
GENESEO PARK DISTRICT, HELD ON JANUARY 9, 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: Nathan Vorac, Doug Bodeen and Kathleen Repass. Also present were Andy Thurman, Executive Director; Andrew Sigwalt, Superintendent of Recreation; and Jodie Olson, Administrative Assistant. Vice President Vorac acted as Chairman of the meeting and Commissioner Bodeen acted as Secretary. President Pro-Tem Vorac 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 December 12, 2017, were approved as follows:

Bodeen – Yes; Repass – Yes; Vorac – Yes; Woulf – Absent; Vandersnick - 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 Bodeen, the bills totaling Audit Fund - \$21,247.93; Bond and Interest Fund - \$7,323.80; Capital Improvement Fund - \$322,410.39; Central Theater Fund - \$17,139.42; Corporate Fund - \$336,005.43; Daycare Fund - \$6,635.53; IMRF Fund - \$21,860.92; Liability Fund - \$91,487.76; Recreation Fund - \$249,581.36 and Social Security Fund - \$99,801.73 were approved as follows:

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

TREASURER'S REPORT: Mr. Thurman presented the December 2017 Treasurer's report to the Board. After a discussion and upon a motion duly made by Commissioner Bodeen and seconded by Commissioner Repass, the Treasurer's report was approved as follows:

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

REPORT OF OFFICERS

Executive Director: Staff spent a large part of December completing 2017 evaluations. Supervisors met individually with each employee to talk through their written evaluations and discuss areas of improvement for

2018. As part of our marketing goal to update our new logo, staff were given apparel with our new logo on it to wear to work to form unity. Director Thurman attended the annual TIF meeting at City Hall with Andrew Sigwalt on December 14th. PDRMA rolled out a new PATH Wellness program and staff worked to create a program to encourage both full-time and part-time staff to meet their fitness goals. This program will have different challenges throughout the year and give one part-time staff member the ability to win a grand prize. Alex Cechowicz has agreed to chair the Parktoberfest Committee for 2018. The date for Parktoberfest is October 20th. Mr. Himmelman and Director Thurman revisited the April 2000 Youth Football Lease and presented it to PDRMA and our legal counsel. The agreement was signed as a 25 year agreement and does not need to be updated at this time. As part of the Strategic Plan we wanted to review all leases and agreements. This agreement will come up again in 2024.

Superintendent of Recreation: Mr. Sigwalt presented the December 2017 recreation reports to the Board. Free events offered in December included: Santa at the Center; Jingle Bell Obstacle Course and Jingle Bell Skate. Santa Visits were very popular again this year with 10 house visits being sold out by November 13th. Upcoming Events in January and February include: Lil Leafs Gymnastics Clinic; H.S. Gymnastics Meets; JO Gymnastics Meet; Youth Pickleball Tournament and Daddy Daughter Dance.

Attorney Nash entered the meeting at this time.

Superintendent of Finance and Administration: Mr. Thurman stated the Preliminary Audit is scheduled for January 11th and the week long audit will be performed February 12th – 16th. The Personnel Policy Manual is being reviewed and will be presented for Board approval at the February Board meeting.

Superintendent of Facilities: Our annual Indoor Pool shutdown took place December 18th through January 1st. The pool was completely emptied to minimize total dissolved solids. Annual cleaning and minor maintenance were performed. New LED lighting fixtures were installed in the natatorium. A broken deck hatch to the service tunnel was replaced along with operating hardware on the North emergency exit doors. The pool lounge and babysitting room floors were stripped and waxed. The new Park District logo was installed on the North wall in the natatorium. The city sidewalk that was damaged at Anderson Park during the home demolition was repaired. The concrete slabs on the Athletic Field basketball court that were separating were repaired. The Dedrick Room, Kitchen and Senior Room floors were stripped and waxed. Repairs were

made to the Community Center and Growth Daycare fire alarm system to correct deficiencies found during our annual inspection. The system was also upgraded to an intelligent system that will allow us to test and perform maintenance through the panel interface instead of manually testing, cut down on false alarms by knowing the difference between dust and actual smoke and give us the exact location and what the issue is. The 4th and final week of Star Wars will end January 11th. We plan on showing Wonder, Jumanji, Justice League and Ferdinand for the next few movies.

Commissioners: Commissioner Repass requested a Park District representative attend the upcoming Richmond Hill Park Master Plan meeting on January 11th.

CITIZEN INPUT: Mr. Thurman shared thank you letters received from the Henry County Humane Society and Geneseo Tip Off Club.

UNFINISHED BUSINESS

Growth Lease: Mr. Thurman presented the Growth Lease to the board for approval. After a discussion, Commissioner Bodeen made a motion to approve the lease with the example wording removed from Sections 7 and 8. The motion was seconded by Commissioner Repass and approved as follows:

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

Senior Lease: Mr. Thurman presented the Senior Lease to the board for approval. After a discussion, Commissioner Repass made a motion to approve the lease with the amount of cable rent changed from \$15 to a percentage of the actual cable bill. The motion was seconded by Commissioner Bodeen and approved as follows:

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

Other: Mr. Thurman shared a letter received from PDRMA stating we achieved PDRMA's highest loss control award, which is accreditation.

NEW BUSINESS

Advisory Committee Applicant Appointments: Commissioner Repass made a motion to appoint Lacey Clark and Heather Shappard to the Advisory Committee. The motion was seconded by Commissioner Bodeen and approved as follows:

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

2017 Goals Summary: Mr. Thurman presented a summary of the 2017 goals and several major accomplishments that were not included in our original goals to the Board. Administration and Finance . . . Evaluate contracted Professional Services: The Park District researched and assembled an RFP for Banking Services. The RFP went out to all local banks and we received four back. The decision based on fees and interest rate was to move from Wells Fargo to Central Bank in Geneseo. The transition process has begun and will continue into the first quarter of 2018. Identify Foundation Board Members and Cultivate new Board Members: The Foundation Board updated and reviewed the Bylaws in June of 2017 as well as approved the Board Member Job Description and Foundation flyer. The Board size was increased from 3-5. Two applications were submitted for new Board Members and they were approved at the December Foundation Board Meeting. The Park District Executive Director and a Park District Board Member will serve on the Foundation Board until a complete 5 person board can be appointed. Updated Staff Manuals, Policies and Hiring Procedures: Staff has continued to work on manuals throughout the year and have them approved. Policies that were reviewed and updated were the Alcohol Rental Policy, Travel Reimbursement, Wellness Policy, Conduct Ordinance and Cyber Liability, Ergonomics, Identity and Land Protection, Mobility Device and Service Animal, Soccer Goal, Drone and Bounce House Policies, Aquatic Center, Day Camp, Administrative Manual and Operational Policy & Procedural Manual, Internship Policy and Volunteer Policy and Manual. A new Theater Manual was created and approved. A Powerpoint New Employee Orientation video was created to provide a consistent onboarding process for all newly hired employees. Strengthen Perception within and outside of Geneseo: A new website with easier navigation was created to help those interested in information about the Geneseo Park District easily find the content they are looking for. Regular Press releases are created and distributed to local and surrounding media outlets. Social Media posts are being scheduled regularly in advance. The budget and tax information continues to be posted on our website. Promote Board Engagement and Onboarding Procedures: Staff developed a new Board Orientation and continue to work on this. There will be a one-on-one with the Executive Director on all things Park District and then a follow-up 3-4 months after attending Board Meetings to delve into specific financial areas with the Superintendent of Finance and Administration. Accreditation: Board and Staff began the process of creating or reviewing all Policies and Procedures. The Geneseo Park District will apply and go through

the IAPD/IPRA Distinguished Accredited Agency formal renewal process in 2018. Review Alternate Funding Sources: Staff is reviewing current and new business members and will develop a plan to ask for sponsorships through these businesses. There have been grants applied for that will help with future projects.

Facilities Goals . . . Maximizing, Renovating and Updating Existing Space at the Community Center: Staff has reviewed areas of the Community Center that are in need of updating and continue to update the 10 year capital replacement plan. The ADA Transition Plan has been reviewed and many areas have been addressed. Several of the larger projects from the plan completed were the front entryway to the Community Center, bathrooms at the Athletic Field and walkways at the Athletic Field. Areas within the Community Center were painted and carpet updated. The Indoor Pool Locker Rooms were reviewed by staff and an architect and will continue to be a long term goal with updating to a family changing room area. The Locker Room and lockers were painted, new shower fixtures installed and grout redone in the shower areas. Maximizing and Renovating Existing Space at the Athletic Field: Staff updated the bathrooms to be ADA compliant and added a walkway to the shelter and fixed the slope of the area near the concession stand. Staff reviewed the Athletic Field with an architect, per 2017 goals, and came up with an idea to utilize some of the space and address the ADA. We added an outdoor ping-pong table and bags set that were both greatly received by the community. We will look at the soccer fields and sand volleyball court in 2018 and work with pickleball on updating some of the lights on the tennis courts.

Improving operations and maintenance at the Community Center: Scott continues to update our 10 year capital replacement plan for all equipment over \$1,000. This list is provided yearly to the Board by the Superintendent of Facilities. A Building Supervisor Operations Manual was developed. Staff purchased and updated many pieces of cardio equipment some weight equipment as well. Safety: Scott continues to provide monthly safety meetings and training information to all staff. The Youth Football Agreement is also being reviewed currently by our attorney. This 25 year agreement is not due until 2024, but as part of our goals we wanted to review insurance and liability on all agreements. Custodial: A cleaning schedule spreadsheet was created that designated staff areas of responsibility for each day of the week and what tasks were expected within those areas. A schedule was also created for tasks that are needed once a month vs daily. The cleaning schedule of the cardio weight room was included in this spreadsheet. The

cardio weight room cleaning was not included in the operations manual which became more of a building supervisor manual vs community center. We will continue to work towards a Custodial Manual. Theater: The staff will continue to look for theaters to compare operations to. We originally thought the VPF funding would expire in 2017 to help out financially at the Theater, but it actually ends in 2018. The Virtual Print Fee (VPF) is the name given to a subsidy paid by a film distributor towards the purchase of digital cinema projection equipment for use by a film exhibitor in the presentation of first release motion pictures. We will continue to create a plan for long term sustainability of the Theater. This may include being open less or looking at the movies we choose. Improving operations and maintenance at the Aquatic Center: The Superintendent of Facilities and Full Time Custodian completed the Opening and Closing Manual of the Aquatic Center this year. This Manual will help with future facility procedures. We continue to use Wirth Inc to help with the winterization of the Aquatic Center.

Recreation Goals . . . Business Memberships: Andrew has taken the time to meet with current businesses and get to know their cliental and what benefits they use with the Business Membership. The process has started to review the current membership program and make recommendations on any updates. This goal and adding businesses will continue into 2018. Program Demographics: We have continued to add programs from the Community Wide Survey and FREE Events. We will continue to analyze these results and add classes over time. A yearly calendar of events has been added seasonally in the Activity Guide and these include not only the Park District, but FREE events in the community. A master calendar will be developed over the next year. The new website also includes a calendar function to assist with happenings at the Park District. Programming Trends: Staff has worked closely with the Advisory Committee and reviewed the Community Wide Survey to come up with new programs. We have added Fitness Classes and FREE events and classes. We partnered with Musical Memories to add music classes. There was a Community Campout held at the Athletic Field and a Summer Movie Series held at the Athletic Field and Aquatic Center. All programs and events went through an evaluation for the past year. All rentals and birthday party participants receive an evaluation for their event at the conclusion of their event. This will help us evaluate the programs in the future. Membership/Program Fees: A discussion of placing volunteer information within the High School has taken place for this year. Volunteer information would be presented to the Guidance Counselors and to the student organizations

such as Student Counsel, FFA, NHS... etc. A new Fitness instructor was added near the end of the fall season which added a few new fitness and yoga classes to the upcoming winter/spring schedule. The instructor has a good following of participants and we expect to see a majority of them sign up for memberships. We maintained the same pricing for memberships over the last three years now and continue to offer promotions for summer and over winter breaks. We included a \$3 admission over Thanksgiving Holiday. Staff: The staff evaluation bonus program has been evaluated by Jackie and Andrew for any changes or improvements. We have discussed a need for more accountability from the instructors and we would like to see them offering more free classes or volunteering time at Park District events to help promote programs. A new point system has been reviewed for the Part-time employee evaluation and a modified evaluation form will be used starting in 2018. The new form will use a point system to determine the employee increase based upon their performance. Training manuals were reviewed and updated as needed. Some of the updated manuals included the Aquatic Center Concessions and the Summer Day Camp Manual. A new Coordinator was hired to run and organize the Special Events and Birthday Parties for the Park District. Rec Manager renewed her CPO in April, and Superintendent of Recreation attended a CPO training and passed the exam in November. Superintendent of Recreation attended the PRDMA HELP training in April and PDRMA trainings were on the agenda for all the desk staff trainings for 2017. Aquatic Center: Staff notes and a facility walk-through were reviewed in April to assist the Supt of Rec to become more familiar with the facility. We did see an increase in rentals in 2017 for the Aquatic Center, but at this time we have no recommendations for any changes for 2018. A new check-in procedure was established which allowed members to check in at one terminal, and those who needed to pay with cash or card to pay in a separate line. This eliminated some of the long lines entering at noon every day, but can be continually monitored to reduce wait time. A checklist for staff was added to the Aquatic Center manual to assist with opening and closing procedures. Staff hours were reduced at the Aquatic Center, mostly in the Concession and Admissions areas of the building. This area will continue to be evaluated in the future to reduce costs. The Aquatic Center received a 4-star and 3-star for the 2017 audits.

Major Accomplishments Not on 2017 Goals List: Anderson Park Addition and Amenities; Collaboration on Turn Lane and Marketing efforts in the Community; Demolished rental property to provide green

space.

The 2017 summarized goals are available for public inspection on our website.

2018 Goals: Mr. Thurman presented the 2018 goals set forth by the Strategic Plan to the Board for approval. Goals are separated by department and goals are added each year for personal and departmental growth outside of the Strategic Plan.

Finance and Administration Goals . . . Annually review and update the long term financial plans for both capital and operations. Educate all departments on budgeting process: Encourage ownership of each department's individual budget; RFP for Auditing Firm; Transition process to Central Bank. Continue to meet and maintain fund balance levels set forth by the Board of Commissioners: Carefully monitor operational expenses; Keep fund balances in CD's to secure principal; Maintain current tax rate.

Continue to build alternate funding sources such as sponsorships and grants: Apply for applicable grants; Work with business members and Foundation to fund capital and large events; Work with Superintendent of Recreation to present Park Partners program. Continue to develop and strengthen the Geneseo Park District Foundation: Educate and promote Foundation within the Community; Create Parktoberfest job descriptions and outline of event; Establish clear long term goals for Foundation.

Operations and Human Resources: Review evaluation form, program and merit increase system; Update Personnel Policy Manual; Complete IPRA/IAPD Accreditation Renewal Process; Maintain full-time and part-time wellness program; Executive Director writes a monthly report to update Board; create a clickable Board Packet. Marketing: Review new marquee usage and establish policy for promotions and birthday parties; Create logo and rebranding plan throughout the Park District; Develop library of all photo and videos with assistance of hashtag and social media platforms; RFP for Activity Guide; Maximize functionality of Online Activity Guide.

Recreation Goals . . . Program Demographics: Identify current core programs, their financial sustainability and community importance; Recruit qualified instructors in order to serve future trends. Program Trends: Continue obtaining fresh ideas for untapped programming areas; Expand on youth based programs that are well attended and have no competition; Establish programs/usage of indoor pool to maintain long term sustainability; Improve Land Fitness Weekly attendance average by 5%. Explore Partnerships with other Community Organizations and Businesses: Partner to eliminate duplication of

Service; Develop a master calendar/list of recreation facilities, related programs and events by community groups and organizations; Research grants and sponsorship funding for programs and events; Meet with local businesses and business members to establish long term sponsorships; Establish 3 new business members; Meet with local organizations to establish future facility and space usage. Maintain excellent working relationship with City Staff: Establish annual calendar of events and annual key leadership staff meetings; Evaluate all contracted Professional Services; Review and sign updated or new contract with Personal Training Contractor; Make recommendation on RecTrac update or another registration vendor. Membership and Programming Fees: Explore "sign-up today" program to promote those who take tours to sign-up that day; Increase volunteer participation in all program areas; Review FREE event calendar and propose new or updated events; Quarterly review program evaluations. Operations: Update seasonal program reporting with detailed summary of programs, memberships and events; Review Strategic Plan quarterly to ensure understanding and update goals; Update Board monthly with a written Superintendent of Recreation Report.

Facilities Goals . . . Develop a plan for maximizing and renovating existing space at the Community Center: Review available site options; Investigate storage options for opening up storage rooms in Community Center; Coordinate gym update procedures including flooring, lights, track and painting. Develop a plan for maximizing and renovating existing space at the Athletic Field: Interview and/or review architectural firms for renovations and additions at the Athletic Field per Community Wide Survey; Work with pickleball stakeholders on additional courts or improvements; Research improving or renovating existing tennis courts. New Park District Property updates: Explore options for new vacant lot next to Community Center; Investigate community garden in new lot. Improvements to new addition of Anderson Park: Work with Architect to develop walkway through new addition; Plant trees and transplant existing plants to blend park; Work with donations to the Park; Investigate and research butterfly gardens. Theater: Develop long term sustainability plan; Purchase updated equipment for hearing impaired; Establish plan to prepare for VPF ending. Operations: Develop a Custodial Manual for Community Center; monthly update the Board with a written report.

After a discussion, Commissioner Bodeen made a motion to approve the 2018 Goals. The motion was seconded by Commissioner Repass and approved as follows:

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

The 2018 goals are available for public inspection on our website.

Long Term Goals: 2018 . . . Facilities Goals: Review all available areas for maximizing and renovating existing space at the Community Center. Consult with an architect on available renovations and cost of amenities at the Athletic Field. Incorporate more advanced housekeeping to improve operations at the Community Center. Investigate use of new Anderson Park addition Explore options for 621 E. North Street lot. Recreation Goals: Identify core programs and their financial sustainability. Recruit qualified instructors to serve future trends. Obtain fresh programming ideas from Advisory Committee and Community Survey. Create large special event at Athletic Field. Meet with local businesses to establish long term sponsorships. Administration and Finance Goals: Participate in Board/Staff Training. Schedule Monthly communication through the Republic and educate community on happenings. Establish Annual Calendar of Community Events. Review Leader-to-Leader comments and set-up follow-up meetings. Educate departments and encourage ownership of individual budgets. Keep fund balances in CD's to secure principal. Apply for applicable grants. Educate and promote Foundation within the Community. Review contract with Quad Cities Fitness. 2019 . . . Facilities Goals: Interview Architectural firm/consultant for maximizing existing space at the Community Center. Estimate construction costs and funding for maximizing existing space at Athletic Field. Develop a Community Center Operations Manual. Define and prioritize facility conditions and needed repair. Recreation Goals: Evaluate current programs and modify or discontinue if little participation, are not revenue generating, and/or are core programs within our mission. Coordinate with other agencies to provide new recreational opportunities. Collaborate with other agencies to share financial responsibility of programs or events. Maintain financial sustainability in core programming areas. Acknowledgement of outside services provided as either a supplement to GPD services or serves the need in lieu of GPD Services. Administration and Finance: Develop and implement a plan to increase alternate revenue. Review Board Policy Handbook. Tell our story and what we do through Activity Guide, Website and Republic. Consider establishing Board/Staff Liaison for City Council. Survey other area park districts for best practices and current trends in affiliate relations and agreements. Conduct informal ongoing communication and attend annual meetings with each intergovernmental/affiliate group to identify and discuss areas of agreement

that can clarify roles, responsibilities and expectations between both parties. Work with all departments to formalize and keep a fixed asset list updated and within the INCODE Financial Software System. Budget forecasting for all major capital expenditures. Educate and Promote Sponsorship Program to Business Community. 2020 . . . Facilities Goals: Estimate construction costs and funding of maximizing existing space in the Community Center. Initiate plan to maximize existing space at the Athletic Field. Create and implement maintenance standards plan at the Community Center. Recreation Goals: Recruit volunteers to minimize expense, especially for special needs. Increase membership by enhancing and building upon the core programming areas. Administration and Finance: Update a summary of all intergovernmental and affiliate agreements with revisions for next cycle. Develop a plan to pay off Aquatic Center Debt Certificates early. Review all professional service agreements (audit and legal). 2021 . . . Facilities Goals: Develop a plan for Renovation and updating of Athletic Field and Community Center. Recreation: Maintain large community events at the Athletic Field. Finance and Administration: Recruit and Train new Foundation Board Members. Initiate plan to maximize space at the Community Center. Develop standards to measure and evaluate each affiliate and intergovernmental relationship. Review and interview Strategic Plan consultants for updated Strategic Plan. Ongoing Goals: Maintain tax rate. Seek new sources of funding and sponsorship by community and area businesses. Maintain minimum fund balance for each fund. Recruit and train volunteers to assist with special events and programs. Explore options at Edwards Park Property. Review program offerings and demographics. Research program space usage and storage. Apply for IPRA, IAPD and Financial Awards throughout the year. Update signage throughout the district with new logo.

After a discussion, Commissioner Bodeen made a motion to approve the Long Term Goals. The motion was seconded by Commissioner Repass and approved as follows:

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

The Long Term Goals are available for public inspection on our website.

2017 4th Quarter ADA Report: We began the ADA transition plan in 2012 with 711 deficits at our five facilities. During the 4th Quarter of 2017 we replaced rounded door hardware with lever hardware at the Athletic Field restrooms and replaced bathroom thresholds with ADA compliant thresholds. The deficiencies at Anderson Park, Central Theater, Athletic Field and Aquatic Center have been completed.

There are deficits that remain at the Community Center and Growth Daycare. Staff will continue the transition plan at the Community Center in 2018 and begin studying the deficiencies at Growth Daycare.

Non-Discrimination and Anti-Harassment Policy: Mr. Thurman presented the updated Non-Discrimination and Anti-Harassment policy to the board for approval. Commissioner Bodeen made a motion to approve the policy. The motion was seconded by Commissioner Repass and approved as follows: *Bodeen – Yes; Repass – Yes; Vorac – Yes; Woulf – Absent; Vandersnick – Absent*

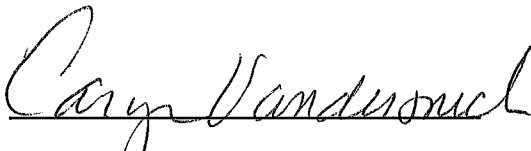
Resolution #2018-25 Updated Sexual Harassment Policy: After a discussion, Commissioner Repass made a motion to approve Resolution #2018-25. The motion was seconded by Commissioner Bodeen and approved as follows:

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

Resolution #2018-26 Review of Closed Meeting Minutes: After a discussion, Commissioner Repass made a motion to approve Resolution #2018-26. The motion was seconded by Commissioner Bodeen and approved as follows:

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

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 7:40 P.M.


President

APPROVED



Secretary