

**MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE  
GENESEO PARK DISTRICT, HELD ON SEPTEMBER 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, Nathan Vorac, Doug Bodeen and Kathleen Repass. Joe Woulf entered the meeting at 6:55 pm. Also present were Andy Thurman, Executive Director; Paula Verbeck, Superintendent of Finance and Administration; 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.

**PUBLIC HEARING:** President Vandersnick announced that the next agenda item for the Board of Park Commissioners was a public hearing (the "*Hearing*") to receive public comments on the proposal to sell not to exceed \$720,000 General Obligation Park Bonds (the "*Bonds*") for (i) payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, (ii) providing the revenue source for the payment of the District's outstanding debt certificates, and (iii) payment of the expenses incident thereto, and explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto. President Vandersnick opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows: (i) payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, (ii) providing the revenue source for the payment of the District's outstanding debt certificates, and (iii) payment of the expenses incident thereto. President Vandersnick asked for oral testimony or any public comments concerning the proposed issuance of the Bonds. Statements were made by the following: None. President Vandersnick then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds. Commissioner Bodeen moved and Commissioner Vorac seconded the motion that the Hearing

be adjourned. President Vandersnick directed that the roll be called for a vote upon the motion. Upon the roll being called, the following Park Commissioners voted AYE: Vorac, Bodeen, Repass and Vandersnick. The following Park Commissioners voted NAY: None. President Vandersnick declared the motion carried and the Hearing was adjourned.

**APPROVAL OF MINUTES:** Upon a motion duly made by Commissioner Repass and seconded by Commissioner Vorac, the minutes of the regular meeting held on August 14, 2018 were approved as follows:

*Bodeen – Yes; Vorac – Yes; Vandersnick – Yes; Repass – Yes; Woulf – 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 Repass, the bills totaling Capital Improvement Fund \$43,303.69; Central Theater Fund \$5,908.24; Corporate Fund \$9,389.63; Daycare Fund \$76.50; IMRF Fund \$1,664.83; Liability Fund \$3,569.93; Recreation Fund \$50,264.69; Social Security Fund \$7,621.38 were approved as follows:

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

**TREASURER'S REPORT:** Mrs. Verbeck presented the August 2018 Treasurer's report to the Board. After a discussion and upon a motion duly made by Commissioner Vorac and seconded by Commissioner Repass, the Treasurer's report was approved as follows:

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

## **REPORT OF OFFICERS**

**Executive Director:** Mr. Thurman stated the Aquatic Center pools closed on September 3<sup>rd</sup>. The Splashpad remains open weather and daylight hours permitting. The gym floor was completed on August 12<sup>th</sup>. We have received numerous compliments about the project. The lights are brighter and turn on easier than the old halogen bulbs did. The window project starts on September 4<sup>th</sup> and will take approximately two weeks to complete. The gym will be shut down partially during this part of the project. The gym floor was delayed due to the moisture mitigation, but the community seemed to understand and worked well with us. Painting and installation of a new staircase to the track will take place after the windows are installed. We had several major server issues in August due to the back-up system not working properly. Staff have been investigating a new server and software for 2019, but it will now be

done in 2018 to avoid other major issues and possible loss of our back-ups and operating systems. River Valley Cooperative had 11 staff volunteer their time to help with landscaping at the Community Center and Athletic Field and we deeply appreciate their assistance, they did a great job.

**Superintendent of Recreation:** Mr. Sigwalt presented the July 2018 recreation report to the Board. Susan Philhower was hired to take over the classes taught at Good Sam, and the yoga classes taught by Kim Windisch. Summer Day Camp began May 31<sup>st</sup> and ended August 22<sup>nd</sup>. Camp employed many returning Camp Counselors this year. An addition to the camp staff this summer was the position of Day Camp Manager to oversee the program and to supervise the staff. Paige Yarger who was a Camp Counselor in 2017 was hired as the Day Camp Manager. Day Camp fees covered the Camp Staff, games, crafts, daily snacks, pizza days, trips to the movie theater, sunscreen, art supplies, and other equipment and supplies needed during the summer. Campers took trips to the Athletic Field to play games and organized sports, and most Friday's they walked down to City Park to play on the equipment and eat lunch in the Park. Campers received admission into the Aquatic Center as part of the Day Camp program during Day Camp hours. Day Camp took a field trip to visit the Giant Goose Conservation Club where they spent the day fishing, hiking on trails, cooking 'smores on a fire and learning about the state of Illinois and its environmental habitats. Niabi Zoo made a visit to camp this year where they brought different animals to share with the campers. Free Community Events in August included a Bike Rodeo with 27 participants; a Movie in the Park with 37 participants and a Self-Defense Seminar presented by the Geneseo Police Department with 47 participants the first session and 67 participants the second session. Commissioner Repass stated she attended the Self-Defense seminar and felt it was very informative and covered many different areas and scenarios. A very broad range and interesting mix of demographics were in attendance. She felt many of the participants attending thought it would be more hands on then it was. Mrs. Repass suggested we offer more self-defense classes with hands on exercises and have a PA system in the gym so participants can hear better. Mr. Thurman stated we have a good working relationship with the Police Department and the City of Geneseo and he is speaking with a Self Defense Instructor in the Quad Cities to see about offering more self-defense classes at our facility. Staff will investigate obtaining a PA system for the gym.

**Superintendent of Finance and Administration:** Mrs. Verbeck shared a letter received from Dan

Jones, the Evaluation Team leader, regarding our Illinois Distinguished Park and Recreation Accreditation Review. The letter congratulated staff on a successful team visit and evaluation towards accredited status. The Accreditation Review Team members were very impressed with the Geneseo Park District and staff's organizational efforts and professionalism. The Park District scored very well within all sections and achieved a total score of 497.94 out of 500 points. This level of scoring is a great achievement. By dedicating the time and effort to go through the review and compilation of materials, as well as the evaluation process, the Geneseo Park District has shown a commitment to meeting the highest standards of the Parks and Recreation profession. This accomplishment is most noteworthy and reflects credit upon the Board of Commissioners, the Executive Director, and the entire Park District staff. When a District earns almost 100% of the possible base points, it is apparent that every facet of the organization is deserving of recognition. Mrs. Verbeck shared staff's action plan to address recommendations made by the review team.

**Superintendent of Facilities:** Mr. Thurman presented Mr. Himmelman's report in his absence. Staff stripped and waxed the preschool room floor before the start of the new school year; painted the shed at Anderson Park and installed a check valve to help with the prime issue on the lap pool after a regenerative bump cycle. The splash pad is experiencing priming issues when activated automatically. In an effort to fix this problem, we have installed a check valve in the surge tank, replaced a pipe with a hairline crack and replaced a 4" check valve with no success. New seals will be tried next. 22' of underground storm drain was replaced on the South side of the gym. Treadmill Heroes performed cardio and strength equipment preventative maintenance on August 21<sup>st</sup>. A tree was removed from the East side of the gym, so the new windows could be installed. The Theater is doing very well. Crazy Rich Asians will begin showing on September 14<sup>th</sup>.

**Commissioners:** Commissioner Vorac received a question from a client asking if oxygen tanks were allowed to be used in the water during water aerobics classes. Mr. Thurman explained oxygen tanks can be sat on the side of the pool and used in case of need or approved oxygen tanks that float in water can be purchased. PDRMA recommended not having them in the pool unless they were specifically rated for this purpose. Commissioner Repass commended the staff on the partnerships that have been established in the last year. The community has benefited from these partnerships.

**Citizen Input:** None.

**UNFINISHED BUSINESS:**

**Growth Lease Update:** President Vandersnick and Mr. Thurman attended the Growth Board meeting on August 20<sup>th</sup> to clarify updates to the lease. The final draft was given to the Growth Board on August 30<sup>th</sup> and a five year lease was signed.

**Geneseo Senior Center Update:** The Site Council is continuing to work towards dissolving the Site Council and handing operations over to the Park District starting January 1, 2019. They are putting together program descriptions for our Winter/Spring Activity Guide. Once the Site Council has received paperwork to dissolve, we will set-up a time to have an article in the paper and talk with those who attend programs at the Senior Center to explain the change. Mr. Thurman shared the current Senior Center budget provided by the Site Council.

**Annual Farm Lease Review:** Staff recommends that the Board of Commissioners set the rental rate at \$300 per acre (\$10,500 annually) and said rate be offered to Rick Livesay, current farmer of the Edwards Property. After a discussion, Commissioner Vorac made a motion to set the rental rate at \$300 per acre (\$10,500 annually) and to offer said rate to Rick Livesay, current farmer of the Edwards Property. The motion was seconded by Commission Bodeen and approved as follows:

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

**NEW BUSINESS:**

Commissioner Woulf entered the meeting at this time.

**Salary Schedule:** Mr. Thurman presented the proposed Salary Schedule for 2019 to the Board for approval. After a discussion and upon a motion made by Commissioner Repass and seconded by Commissioner Bodeen, the 2019 Salary Schedule was approved as follows:

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

**Fees and Charges Schedule:** Mrs. Verbeck presented the proposed 2019 Fees and Charges Schedule to the Board for approval. After a discussion and upon a motion made by Commissioner Repass and seconded by Commissioner Woulf, the 2019 Fees and Charges Schedule was approved as follows:

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

**Organizational Chart:** Mr. Thurman presented the updated Organizational Chart to the board for approval. After a discussion and upon a motion made by Commissioner Repass and seconded by Commissioner Vorac, the Organizational Chart was approved as follows:

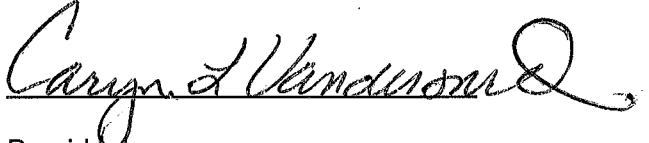
*Bodeen – Yes; Vorac – Yes; Vandersnick – Yes; Repass – Yes; Woulf – Yes*

**Personnel Policy Manual Section 5.1 “Use of Recreational Facilities”:** Park District staff regularly review policies and recommend updates when appropriate. Staff recommends changing Section 5.1, “Use of Recreational Facilities”, in the Personnel Policy Manual. This section provides a description of what programs and lessons employees receive for free. Staff would like to change the exclusions section to read, “...personal training, teams or specialized programming.” The reason for the change is we have added several specialized swimming, gymnastics and adult sports that would require the individual to have specialized training or sign up an entire team. Staff feels this should not be included in benefits, similar to contractual programs and one-on-one training. After a discussion, Commissioner Woulf made a motion to change the exclusions section of Section 5.1 of the Personnel Policy Manual to the staff recommendation. The motion was seconded by Commissioner Vorac and approved as follows:

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

**2019 Consolidated Election:** The terms of Commissioners Vandersnick and Woulf will expire in April of 2019. Interested candidates must be a qualified voter and reside within the Geneseo Park District. The election will be held on April 2, 2019.

**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 7:10 P.M.

  
President

APPROVED

  
Secretary