

MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE GENESEO PARK DISTRICT, HELD ON DECEMBER 13, 2022 AT THE POOLSIDE ROOM OF THE JOHN AND CARLA EDWARDS AQUATIC CENTER, 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: Doug Bodeen, Julia McAvoy, Nate Vorac, Christina Zobrist and Bethany Winkleman. 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 Bodeen acted as Chairman of the meeting and Commissioner McAvoy acted as Secretary. President Bodeen 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 Zobrist, the minutes of the regular meeting held on November 8, 2022 were approved as follows:

Winkleman – Yes, Zobrist – Yes, McAvoy – Yes; Vorac – Yes, Bodeen – Yes

DISBURSEMENT REPORT: The disbursement report was presented to the Board. Upon a motion duly made by Commissioner McAvoy and seconded by Commissioner Vorac, the disbursement report was approved as follows:

Winkleman – Yes, Zobrist – Yes, McAvoy – Yes; Vorac – Yes, Bodeen – Yes

TREASURER'S REPORT: Mrs. Verbeck presented the November 2022 Treasurer's report to the Board. After a discussion, Commissioner Winkleman made a motion to approve the Treasurer's Report and approve the transfer of money between line items within the fund. The motion was seconded by Commissioner McAvoy and approved as follows:

Winkleman – Yes, Zobrist – Yes, McAvoy – Yes; Vorac – Yes, Bodeen – Yes

REPORT OF OFFICERS

Executive Director: Staff have spent a lot of time reviewing manuals, the Activity Guide and Master Plan this month. Anne and Paula have really taken on a lot during the Master Planning process and the result of all their work is great. The organization and timeline of this project worked out even on a very tight timeline for a Master Plan. Since we took the project in-house, we could create our timeline and work around other projects instead of relying on outside consultants. We received specific and targeted information versus bringing someone in to facilitate. This project took up a lot of staff time this year that we did not expect. The staff involved did an amazing job coordinating their regularly scheduled work around this massive project. We have taken time this month to evaluate our credit card fees and pricing moving forward. The credit card fees have over doubled in the last year and will continue to grow. We moved away from collecting fees for online registration to encourage people to utilize that process while short staffed after reopening from COVID. Now we are exploring the new laws around how we can collect fees to help offset these increases. This isn't only for online transactions, but any time someone uses a credit card. We will monitor what other organizations are doing and come up with a plan. Andy, Paula and Jodie attended the IAPD Legal Symposium virtually this year on November 3rd. This is a one day conference where IAPD helps Park Districts understand new laws and changes in current laws that impact Park Districts. In 2023 there is a new requirement where we will have to create a committee that evaluates the efficiency of the Park District. The requirements have not been 100% established, but we need to have the Committee created by June 2023 and a complete report by December 31st of 2024. Staff will continue to keep you updated on this topic. Mr. Thurman attended the Chamber of Commerce Fall Breakfast on November 16th, the Chamber Board Meeting on the 17th and several Christmas Walk and Election Committee Meetings as well. His final term on the Chamber of Commerce Board will be 2023. He also attended the IPRA Board Meeting in Bloomington Normal on November 10th. The Playground Project is winding down. Due to the

weather, the project will be completed this Spring. The classroom items will be delivered in the spring as well. We are looking into a few trees and rocks to separate the parking and playground, which would also be installed next year.

Superintendent of Recreation: The Turkey Trot was held on November 13th. There was a great turnout for the event, and the weather was rather decent for a fall afternoon. The week of Thanksgiving the Park District had two free swim days and two days of our free inflatables in the gym for kids to use during their days off school. Santa was at the Center on December 3rd. Families were able to come see Santa for free and get a picture with him through our photobooth. Pictures were emailed or texted to the participants immediately. The Superintendent of Recreation completed Year Two of the IPRA Professional Development School in Galena, Illinois. The Jingle Bell Obstacle Course was held in the main gym the afternoon of Christmas Walk and the Park District had an entry in the Lighted Parade. The free Jingle Bell Skate will be held at the Center on December 17th. Free Swims will be held in the Indoor Pool on December 26th & 28th and January 2nd & 4th. Free Bounce House and Inflatables will be held in the Gym on December 27th & 29th and January 3rd & 5th.

Superintendent of Finance and Administration: None.

Superintendent of Facilities: Mr. Thurman shared the Central Theater November reports and facilities report with the Board in Mr. Himmelman's absence. Expansion joints and corrugated wainscoting was added to the South poolside room wall. The Skyjack personal lift annual inspection took place. The 10-year-old water heater at rental home 621 E. North was replaced. The women's gym side shower stalls were re-painted and new shower heads installed. A rotten tree at the Athletic Field along with two dying Lilacs on the East side of the Growth entrance have been removed. A new single tower cable machine has been added to the cardio/weight room. A LED wall pack has been replaced along the Growth Daycare North side. The thermostat for the indoor pool lounge area and recovery room has been relocated to the pool lounge side for better temperature control. Gym side bathroom entry lights have been replaced

with LED fixtures. Glue has been removed and a wall painted in the free weight room where a mirror was broken.

Commissioners: Commissioner Winkleman stated her kids attend Art Camp over Thanksgiving break and loved it. Commissioner Bodeen stated the Master Plan was awesome and thanked Paula and Anne for their hard work.

Citizen Input: Mr. Thurman shared a thank you note from Sundance for Our Soldiers for our donation to their fundraiser.

UNFINISHED BUSINESS:

Master Plan 2023-2033: Over the past six months, staff has been working very diligently to complete a Park District Master Plan in house. Paula and Anne have spent many hours formatting and coordinating this effort and we appreciate all that they put into completing it. The Leadership Team has spent time reviewing the plan and providing input in their specific areas. We are very happy with the final Master Plan and know this plan will give us direction over the next ten years and help the Park District continue to move in a positive direction. This Master Plan was made easy to read and follows the acronym "ENVISION": Engage, Notable, Viable, Inventory & Replacement Plans, Succession Planning, Innovative, Opportunities, Numerous Experiences. Staff look forward to utilizing the Master Plan moving forward. After a discussion, Commissioner Vorac made a motion to approve the Master Plan. The motion was seconded by Commissioner McAvoy and approved as follows:

Winkleman – Yes, Zobrist – Yes, McAvoy – Yes; Vorac – Yes, Bodeen – Yes

The Master Plan is available on the Park District website and staff document site.

Tax Levy Ordinance #2022-166: After a discussion, Commissioner Vorac made a motion to approve Tax Levy Ordinance #2022-166. Commissioner Winkleman seconded the motion, and it was approved as follows:

Winkleman – Yes, Zobrist – Yes, McAvoy – Yes; Vorac – Yes, Bodeen – Yes

NEW BUSINESS:


2023 Goals Review: Mr. Thurman shared a summary of 2023 goals prepared by Park District Staff. These goals have been approved by the Executive Director. Goals are formulated by the needs of the district and the current Master Plan. The goals are separated by department and goals are added each year for personal and departmental growth outside of the Master Plan. Goals are reviewed with staff several times throughout the year and some goals will change and others may move to long term goals. The 2023 Goals are posted on the Park District website and staff document site.

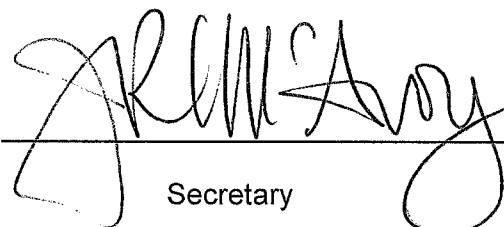
2023 Advisory Committee Attendance: The following commissioners will represent the Board of Park Commissions at 2023 Advisory Committee Meetings at 4:00 pm in the Poolside Room: January 30th – Julia McAvoy; March 27th – Bethany Winkleman; May 22nd – Doug Bodeen; July 31st - Nate Vorac; September 25th – Christina Zobrist; November 27th - TBD.

Safety Manual Review: The Safety Manual was reviewed and revised by staff and presented to the Board for approval. After a discussion and upon a motion duly made by Commissioner Vorac and seconded by Commissioner Zobrist, the Safety Manual was approved as follows:
Winkleman – Yes, Zobrist – Yes, McAvoy – Yes; Vorac – Yes, Bodeen – Yes

The Safety Manual is reviewed by all staff annually as part of our safety training. The Safety Manual is available online on our staff website.

ADJOURNMENT: There being no further business to come before the Board and upon a motion duly made by Commissioner Vorac and seconded by Commissioner Zobrist the meeting was adjourned at 6:44 P.M.


President

APPROVED 
Secretary