

MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE GENESEO PARK DISTRICT, HELD ON FEBRUARY 13, 2024 AT THE PARTY ROOM OF THE GENESEO COMMUNITY CENTER, 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: Julia

McAvoy, Nate Vorac, Bethany Winkleman and Christina Zobrist. Also present were Andy

Thurman, Executive Director; Paula Verbeck, Superintendent of Finance and Administration;

Andrew Sigwalt, Superintendent of Recreation and Jodie Olson, Administrative Assistant.

Citizens in attendance were Andrew Dasso, Emily Storm and Noah Strausser from Streamline

Architects. Vice President Vorac was appointed President Pro-Tem in Mr. Bodeen's absence

and acted as Chairman of the meeting. Commissioner Winkleman acted as Secretary. President

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 McAvoy and seconded by Commissioner Zobrist, the minutes of the regular meeting held on December 12, 2023 were approved as follows:

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

The January 9th, 2024 board meeting was cancelled due to dangerous winter weather conditions, therefore there are no minutes to approve from January 2024.

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

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

TREASURER'S REPORT: Mrs. Verbeck presented the Treasurer's report to the Board. After a discussion, Commissioner Winkleman made a motion to approve the Treasurer's Report. The

motion was seconded by Commissioner Zobrist and approved as follows:

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

REPORT OF OFFICERS

Executive Director: Several school-free days slowed down our usual activities in January, leading to the cancellation of regularly scheduled programs. The exercise classes receive a refund, while the preschool program never has due to an average number of days to determine pricing. Surprisingly, Middle School attendance was lower during these days, with more individuals opting for workouts and walks as the snow gradually melted. On January 12th, we faced adverse weather conditions and made the decision to close the facility early. This marked only the second time in memory that we closed early due to the weather, with less than 40 people checking in by 5 pm, a significant drop from our usual daily check-ins, which typically exceed 250. Conversations with the Growth Board centered around their small bus, accommodating 14 passengers, and not requiring a CDL. The bus, no longer in use due to the discontinuation of their school age program, is set to be sold for \$10,000 - \$12,000. Staff are evaluating whether acquiring this bus would benefit our programs, potentially serving Middle School and Senior trips, or if continuing to rent from Pinks remains the more viable option. Regular meetings have been scheduled with Suzi Wirtz, the new Executive Director of the Illinois Parks, and Recreation Association (IPRA). These discussions are aimed at assisting Suzi in her new position and communicating needs and questions to the IPRA Board to better serve the membership. Collaboration with the Northwest Illinois Parks and Recreation Association is ongoing, with plans to organize a meeting in Geneseo in April. This regional group, meeting biannually, focuses on networking and knowledge-sharing within the Parks and Recreation organizations in this area. The Board will be invited once the date is confirmed. We continue to receive confirmation from those interested in attending the Legislative Breakfast in Geneseo on February 15. This breakfast is coordinated with the Joint Legislative Committee which includes volunteers from both IPRA and IAPD and provides a great way to network with

Legislators and hear news and updated legislation from those in our region. We are one of 12 locations throughout the state hosting breakfasts. Mr. Thurman attend the IPRA Soaring to New Heights Conference January 25th – 27th in Chicago and shared highlights with the Board.

Superintendent of Recreation: The month of January was a winter weather rollercoaster. We experienced extreme snow, ice and cold temps which caused seven days of school cancellations. As a result of the school closings, we experienced many cancellations of our recreation programs and had to issue refunds or credits on account. The first week of January was the second week of the winter break for the School District. We were closed on Monday for New Years Day, but we had our Free Bounce House on Tuesday and Thursday and Free Swim on Wednesday of that week. There was a Free Swim on Monday 1/15 as school was out for MLK Day. A Free Bounce House day was held on Friday 1/26 when school was out for a Teachers Institute. The Gymnastics equipment was moved out to the North Gym in preparation for the High School Gymnastics programs scheduled for the month. The Little Leaf Clinic was held Friday morning 1/5. The High School held home gymnastics meets on Saturday 1/6 and Wednesday 1/17. The Rec USAG program held their meet on Sunday 1/7. All the equipment was moved back into the Program Gym on Thursday 1/18. The IPRA Soaring to New Heights Conference was held January 25th – 27th in Chicago. Andrew and Nathaniel attended from the Rec Department. The monthly HHH Seminar / Lunch was held on February 8th. The annual Daddy Daughter Dance was held on February 9th with 269 registered. The Mom & Son Dance will be held on March 15th. The Park District will attend the High School Job Fair on February 16th to promote summer job opportunities. There will be a Middle School "Shootout" on February 16th. The gym will be reserved for basketball games and challenges for middle school age students to compete in. An Adult Pickleball Clinic will be held on March 15th taught by Jeffrey van der Eems. Mr. Sigwalt shared the Fall 2023 and 2023 Annual Recreation Reports with the Board.

Superintendent of Finance and Administration: Mrs. Verbeck stated the Foundation Year in

Review documents were in the January board packet. Mrs. Verbeck stated our new monthly employee wellness & appreciation program was rolled out in January of 2024 based on feedback from staff surveys and the master plan. An employee wellness program is also part of the criteria for the IAPD/IPRA accreditation. There are two bulletin boards in the staff area. One is used to highlight staff benefits, an Employee Spotlight section, and employee communications. There is also a new digital picture frame that has scrolling pictures of all employees with their name, job title, and their answer to a different question that changes monthly. This is located next to the time entry computer and mailboxes so all employees can watch while getting their mail or signing in and out of work. The second bulletin board is used for monthly employee challenges and appreciation.

Superintendent of Facilities: The indoor pool lifeguard office dehumidifier has failed and was replaced by the dehumidifier from the athletic field sideline room that is no longer needed since a mini-split system was installed in this space. The gas valve and ignition board have been replaced on the indoor pool lobby roof top unit. The four main basketball backboards have been upgraded from fiberglass to glass backboards. Failing partitions in the men's gym locker room have been removed. They no longer serve a purpose; the staff does not plan on replacing them. The South theater lobby door closer had a failing closing speed greater than required and was replaced. A water leak on the dectron hose line connecting pool water to the reclaim pool water heat exchanger was repaired. Central Theater monthly reports from December and January were shared with board.

Commissioners: Commissioner McAvoy stated she has received positive comments about the new backboards.

Citizen Input: Mr. Thurman shared thank you cards received from Alex Harvey, Boy Scout Troop 131, GPAC and the Beach Family.

Public Input on ADA Compliance: None.

UNFINISHED BUSINESS:

Master Plan Architect Presentations: Andrew Dasso, Emily Storm and Noah Strausser from Streamline Architect's shared a presentation with staff and board about their company, projects they have completed and samples of the types of drawings they would provide if chosen as the architect for the Park Districts Master Plan. After their presentation, Mr. Dasso, Ms. Storm and Mr. Strausser left the meeting. A discussion was held and the Board asked Mr. Thurman to gather more information from other architects to present at the next board meeting.

Commissioner Benefits Discussion: After a discussion, President Vorac moved to table this discussion until the next board meeting.

NEW BUSINESS:

Resolution #2024-47: After a discussion, Commissioner Zobrist made a motion to approve Resolution #2024-47. Commissioner Winkleman seconded the motion, and it was approved as follows:

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

Personnel Policy Manual Section 2.8 Emergency Closings and 3.16 Emergency Leave Policy

Updates: During the pandemic, the staff and board established an Emergency Leave Policy for when facilities are shut down for an extended amount of time. Employees are eligible to receive pay for up to 14 regularly scheduled shifts. The policy was implemented as a response to the early phases of the unprecedented COVID pandemic to assist part-time employees as facilities were being unexpectedly mandated to be closed. On January 12, 2024, the Community Center closed early due to weather for the first time since the policy was established. While applying the approved policy, administration discovered that the wording complicated some operational procedures and didn't necessarily read the way it was intended. The policy was not intended to cover when facilities such as the pools are closed due to things such as lightning or thunderstorms, the Central Theater is closed for an evening, or the Community Center closes a few hours early. As a response to the

Employee Survey conducted for the Park District's Master Plan, the amount of PTO given to part-time employees was doubled in 2023. These PTO hours can be utilized by eligible staff when short term weather conditions are not favorable and provides some stability in pay for these employees if necessary. Emergency leave should be applicable only when ALL facilities are closed due to a weather emergency, pandemic or other natural disaster. After a discussion, Commissioner Winkleman made a motion to approve the Updates to Section 2.8 and 3.16 of the Personnel Policy Manual. Commissioner McAvoy seconded the motion, and it was approved as follows:

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

ADA Report: Accessibility Consultation and Training Services, Inc. was hired in the Spring of 2022 to perform an accessibility audit of our facilities. 331 deficiencies were identified at the Community Center (144), Aquatic Center (34), Athletic Field (19), Central Theater (13) and Anderson Park (4). Deficiency Categories: The deficiencies will be divided into three categories. The issues and elements noted under each category are not intended as a definitive list but are a means to assist in the planning for and removal of accessibility barriers in a cohesive and cost-effective manner. All items and elements are subject to a shorter replacement schedule if a request or complaint is made by a person with a disability to increase access to programs, services and activities that are offered. Annual Maintenance or Review of Accessibility Issues: The following list is intended as items that are accessibility issues that are likely to occur each year. These accessibility issues could be removed and adjusted only once a year. In some cases, (such as playground surfaces, door force and timing, debris, etc.) consideration should be made to provide adjustments or removal more than once a year.

Accessible route - removing debris or elements that have been placed in the accessible route and checking general surface conditions for replacement or re-coating including walkways, parking lots, curb ramps, gutters, etc. Branches protruding into walkways and sidewalks. Clear floor space and accessible routes – Make sure loose furniture or other loose items (trash cans, ash cans, etc.) do not interfere with accessible routes and clear floor spaces at sinks, toilets,

door maneuvering spaces, bench, and bleacher clear floor space. Door opening force or timing for closing (both exterior and interior doors). Exercise equipment's clear floor space. Parking spaces needing repainting, especially the access aisles. Reach range of elements that may have been moved or remounted (brochure racks, soap dispensers, paper towel dispensers, comment boxes, dog disposal bags, etc.). Operable parts and replacements if broken (i.e. door and faucet hardware, switches, push buttons, doorbells, play equipment handles, etc.) Playground engineered wood fiber maintenance. Removal of Accessibility Barriers or Required Upgrades:

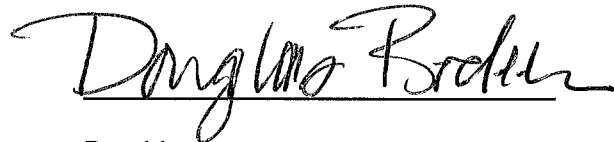
The following list of elements could be items that are accessibility barriers noted in the Transition Plan. These are items that do not typically fall into annual maintenance or are costly items that require extensive planning or financial support to make the changes. Accessible routes that require modifications or replacement such as broken or uneven surfaces, filling gaps, grinding down abrupt transition, modifying slopes, etc. Assistive listening devices at assembly or meeting areas/rooms. Benches – In locker rooms, dressing rooms, outdoor benches, etc. Clear floor space at benches, bleachers, drinking fountains, sinks, telephones, etc. Clear swing hinges for widening door clear openings. Counter heights. Curb ramps and gutters. Detectable warnings. Door hardware replacement – lever hardware, loop hardware, etc. Door and shower thresholds. Drinking fountain adjustment or replacement. Edge protection at ramps. Grab bars – height adjustment, locations, replace with proper sized grab bars, etc. Handrails – installation, extensions, replacement, gripping surface, spacing, etc. Lockers – lower or raise shelf, lower, or raise coat hooks, accessible door hardware, etc. Parking spaces – sign locations and heights, parking slopes, proper size of spaces, built-up curb ramps in access aisles, etc. Picnic tables of accessible designs, locations, percentages, etc. Playground – access to surface, access to elevated elements (transfer platform and/or ramps), ground level play equipment numbers. Pool – Lifts, zero depth or sloped entries, transfer systems and/or pool stairs. Protruding objects or elements. Reach range adjustments for various elements. Shower – seat, and grab bars installed. Signage – installed or remounting. Sink – accessible design/faucets, mounting heights,

protective pipe wrap or cover, mounting locations. Stairs – tread nosing adjustments, closing open risers, stair surface, etc. Toilet – heights, locations, lever location, etc. Toilet paper – heights and locations. Toilet stall door – locations, hardware, self-closing, etc. Trail – slopes, surfacing, conditions, signage, etc. (Considered best practices at this point). Urinal – heights, clear floor space, flush control reach ranges, etc. Capital Planning or Renovation Projects: Certain projects may require extensive planning or significant capital to remove the accessibility issue. Some parts of elements or accessibility barriers in these areas may be removed or adjusted to increase access until the time of the major renovation. Other issues may require moving walls, plumbing, openings, etc. to provide access. Bleacher replacements, Automatic door openers, Door clear maneuvering or clear openings, Elevator, Ramp upgrades/replacement/installation, Shower – upgrades or redesign, Stair upgrades/replacement, Toilet rooms/stalls reconfiguration for spacing. Transition Phase Plan: Identify & list tasks our own staff can begin working on. Organize deficiencies and bid the work out so it matches with our other plans. Deficiencies Completed to Date: Athletic Field - Installed a protective cover under restroom sinks. Relocated feminine product disposal to be no more than 9 inches max in front of toilet. Added an additional coat hook at 48 inches above finished floor in restrooms. Relocated Dog waste bag dispenser on an accessible route. Community Center - Adjusted door opening force and closing speed on interior doors. Anderson Park - Saw cut sidewalk abrupt 3/4" inch rise to smooth transition. Removed decorative supports that were protruding into accessible route. Rotated drinking fountain to provide accessible approach. Tree branches trimmed to provide 80" minimum clear head space. Aquatic Center - Replaced two aquatic center lift batteries. Central Theater - Displayed hearing-impaired device availability signage.

2023 Goals Summary: Mr. Thurman shared a summary of 2023 goals completed by Park District Staff. Staff Goals were established by the Strategic Plan and the current needs of the Park District by the Community, Staff and Members. The goals are separated by department

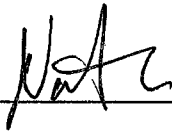
and added each year for personal and departmental growth outside of the Strategic Plan. Goals are reviewed by staff several times throughout the year and updated where necessary. There are occasions where a goal will be moved to the next year or removed from the list based on needs or changes within the District. The 2023 Goals Summary is posted on the Park District website and staff document site.

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 7:41 P.M.



President

APPROVED



Secretary