

GURNEE PARK DISTRICT
Minutes – Budget & Appropriation Hearing for Fiscal Year 10/11
May 18, 2010

A public hearing on the fiscal year 2010/2011 budget and appropriation was called to order by President Baker at 6:45 p.m. The roll was called. Commissioners present: Libby Baker, Vicki Paddock, Jim Goshorn, Russ Johnson and Donna Kolar. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation; Tim Sloth, Supt. of Business Services; Jennifer Gilbert, Marketing/Public Relations Manager; and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

President Baker stated that the Budget & Appropriation Ordinance had been prepared in tentative form and posted at Viking Park Community Center and Hunt Club Park Community Center for the last thirty days. No changes have been made to the ordinance since it was posted in tentative form. A notice was published in the *Daily Herald* on May 7, 2010 regarding the hearing. The total appropriation for all funds is \$15,254,960. The appropriation is 20% higher than the budget so that if additional funds are available, they can be spent without amending the budget and appropriation ordinance.

President Baker opened the floor for public comment. There were no comments from the audience.

Jim Goshorn made a motion to adjourn the hearing and Donna Kolar seconded. On voice vote, all voted aye. The hearing adjourned at 6:46 p.m.

Libby A. Baker
Board President

James G. Goshorn
Board Secretary

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
May 18, 2010

Board President Libby Baker called the regular meeting of the Gurnee Park District Board of Commissioners to order at 6:46 p.m. immediately following the budget and appropriation hearing. The President led the Pledge of Allegiance and the roll was called. Commissioners present: Libby Baker, Vicki Paddock, Russ Johnson, Donna Kolar and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation; Tim Sloth, Supt. of Business Services; Jennifer Gilbert, Marketing & Public Relations Manager; and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

A motion to accept the regular meeting minutes of April 20, 2010 as presented was made by Vicki Paddock and seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to accept the executive session meeting minutes of April 20, 2010 as presented was made by Jim Goshorn and seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to approve the vouchers list dated 5/12/10 in the amount of \$364,759.13 and the supplemental vouchers list dated 5/18/10 in the amount of \$21,917.76 was made by Russ Johnson and seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

The financial and treasurer's reports were reviewed. The Director stated that at the end of the fiscal year we were right where we were last year in the Recreation budget. Overall financially our net was better than budgeted.

There were no visitors' comments.

Jeff Reinhard presented the Parks Department report. The Southridge playground project is moving along. Ground level work is complete. New concrete curb was poured today for the sand area. Beginning May 19, they will begin installing the poles for the playground equipment. Playground surfaces should be installed the second week in June. A ribbon-cutting will be held on Saturday, June 19 in conjunction with the neighborhood's picnic.

Virginia Graeme Baker pool improvements are still on schedule to be completed by May 23 before the pool is filled on May 24. The required grates are en route. The delay has been caused by changes that the State made after the District awarded its bid. The pool is in compliance and could open even if this work was not completed.

The Chittenden Park berm is complete. Jeff Reinhard was grateful to Pete Campanella's firm for creating the berm for the Park District. Board members noted how nice it looks.

Lisa discussed the Recreation report. This is the time of year when programs are ending and training has begun for new programs. Two focus groups will be taking place this month, one in preschool and one in soccer. Participants were randomly chosen.

Warren High School pool will close for renovations soon. For that reason, many more outdoor swim lessons will be held this summer. Lisa said it is fortunate that Blue Devil swim club will not rent the aquatic center very much this summer so that we can make use of the time.

She stated that this summer, some staff was hired specifically for early bird and stay and play. This will be a positive change and keep the regular camp staff from burnout at the end of the day.

The dance recital will be held on Sunday, May 23. Board members were invited to attend. Spin classes will begin at the fitness center in July.

Lisa made note of the quarterly volunteer report. A total of 5,531 hours were volunteered from January 1 through April 30.

Superintendent of Business Tim Sloth presented his report. He reported on aquatic center passes. 1525 applications have been processed for \$315,848 versus last year at this time there were 1678 applications for \$357,167. Revenue is down 11.6% currently. If June is a warm month, pass sales will go up.

The audit process has begun. A draft will be delivered in July and the CAFR will be presented in August. A draft of the GFOA-formatted budget was reviewed. The auditor will be reviewing it and giving their feedback and then it will be approved by the Board in June. It will be submitted to the GFOA for consideration for the Distinguished Budget Award. In Illinois, only 10-15 park districts have received this award.

Marketing/Public Relations Manager Jennifer Gilbert discussed her report. She noted that the new website has been running for a year. Staff will be evaluating it and 'tweaking' the content if necessary. A second round of HCPAC commercials are now running to promote the opening weekend. The summer events piece has been distributed to schools and will be on display shortly.

Goals for this year include a brochure re-vamp. A graphic designer is consulting on this project. Work has begun on the Gold Medal award. Several meetings have taken place to work on developing themes, scheduling videography and generating a script for the video that is due the NRPA by July 9.

Director Kuruvilla discussed her monthly report. She said it is an honor to be a gold medal finalist. She has received many messages congratulating the Park District, some stating that "it's great that everyone knows what we already knew". Staff is hearing positive feedback from participants as well. Susie stated that we will put in every effort possible to do our best to get the award this year. All long range planning tools will be put into one document as well as create the video. She encouraged Park Board members to attend the NRPA conference in October when the award is announced.

She reviewed the budget year just completed. It was a financially successful year. Considering how bad the economy was, our programs still did very well. She complimented the Recreation team. Revenue was \$1100 more than the previous year. On the expense side, we were better than budgeted. She thanked everyone for following their budgets. Services were not compromised and there were no staff cuts.

She reviewed the goals and objectives for 09/10. The staff was able to complete most of the goals as planned. A few items have been delayed because of the decision to apply for the Gold Medal Award.

ACTION ITEMS

A motion was made by Russ Johnson to approve the fiscal year 2010/2011 budget and appropriation ordinance #10/11-1 as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Donna Kolar to approve the annual Park Board meeting schedule as presented. Motion was seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the Gurnee Park District annual calendar for the fiscal year 2010-2011 as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Jim Goshorn to set August 3, 2010 at 6 pm as the date for a park tour and publish it as a meeting. Motion was seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

Election of board officers was conducted:

A motion to elect Libby Baker as president to serve a one-year term was made by Russ Johnson. No further nominations were offered. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to elect Vicki Paddock as vice president to serve a one-year term was made by Jim Goshorn. No further nominations were offered. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to elect Jim Goshorn as secretary to serve a one-year term was made by Donna Kolar. No further nominations were offered. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to appoint Tim Sloth as treasurer was made by Vicki Paddock and seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to appoint the firm of Lauterbach & Amen LLP as Park District auditors was made by Jim Goshorn and seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to appoint Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer P.C. as Park District attorneys was made by Vicki Paddock seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

In other business, the Director noted that August 5 has been chosen for the Intergovernmental Picnic which is being held by the Park District this year.

A motion was made by Donna Kolar to enter executive session at 7:40 p.m. to discuss:

- A. the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, including hearing testimony on a complaint lodged against an employee to determine its validity.

Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried. Susie Kuruvilla and Suzanne Gage were authorized to attend the closed session.

A motion was made by Vicki Paddock to return to open session at 7:46 p.m. Motion seconded by Donna Kolar. On voice vote, all voted aye.

A motion was made by Vicki Paddock to approve the Employment Agreement for the Executive Director as presented. Motion was seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to adjourn was made by Jim Goshorn and seconded by Donna Kolar. On voice vote, all voted aye. The meeting adjourned at 7:48 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary