

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
June 15, 2010

Board President Libby Baker called the regular meeting of the Gurnee Park District Board of Commissioners to order at 7:00 p.m. The President led the Pledge of Allegiance and the roll was called. Commissioners present: Libby Baker, Russ Johnson, Donna Kolar and Jim Goshorn. Commissioners absent: Vicki Paddock. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation; Tim Sloth, Supt. of Business Services; and Jennifer Gilbert, Marketing & Public Relations Manager. Please refer to the attendance record for other visitors.

A motion to accept the minutes of the Budget & Appropriation Hearing of May 18, 2010 as presented was made by Jim Goshorn and seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion to accept the regular meeting minutes of May 18, 2010 as presented was made by Russ Johnson and seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion to accept the executive session meeting minutes of May 18, 2010 as presented was made by Jim Goshorn and seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion to approve the vouchers list dated 6/9/10 in the amount of \$697,990.06 and the supplemental vouchers list dated 6/15/10 in the amount of \$73,149.39 was made by Donna Kolar and seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

The financial and treasurer's reports were reviewed.

There were no visitors' comments.

President Baker presented a Community Service Award to resident Bob Depke, who was nominated by Director Kuruvilla for his generosity in allowing the Gurnee Park District to use his parking lot for the Farmer's Market and for his continued support of the Park District. She also congratulated Bob and his wife Georgeanne for being named the Gurnee Days honorees this year. These awards are presented jointly by the Illinois Association of Park Districts, Illinois Park and Recreation Association and the Gurnee Park District. The Park District honors those employees, volunteers, elected officials and civic leaders who go above and beyond assisting the Park District.

President Baker recognized Commissioner Donna Kolar for 15 years of service to the Park Board. She was presented with a plaque and pin from the Illinois Association of Park Districts. She said it is a pleasure to serve and be involved with such great people. Board members and staff gave her a round of applause.

Jeff Reinhard presented the Parks Department report. He reviewed the problem that occurred at the main sanitary line running from the pool over Memorial Day weekend. Bob Liebert secured an emergency crew and the pool was able to open on time on Monday.

Jeff also discussed progress of the playground renovations occurring at Southridge Park playground. Weather-permitting, all work should be completed by June 19, in preparation for the ribbon-cutting that day. Director Kuruvilla commended Jeff for planning a wonderful project.

Lisa Sheppard introduced resident Kara Moss, the Park District's summer Recreation intern. Lisa discussed the Recreation report. She stated that camps began on June 11 with 679 registered for the first session. The aquatic center opened for daily use on June 5. The facility looks great and the staff is well trained. 910 participants are registered in swim lessons this summer.

The dance recital was held on May 23 with great success. Lisa thanked Warren Township High School for the use of the auditorium.

Sue McDougle, Sabrina Hinkens and Scott Crowe trained over 175 part time and seasonal staff in CPR and AED during the month. The Gurnee Fire Dept. conducted training for full time staff as well.

Superintendent of Business Tim Sloth presented his report and noted that the GFOA-formatted budget is being presented to the Board for approval and will be submitted for the Distinguished Budget Presentation Award.

Tim gave an updated season pass sales report as of 6/15. We have sold \$360,882 in passes, which is down about 7% compared to last year at this time. 1,726 applications have been processed, which is down by 105 compared to last year. Last year between June 5 and July 31 we sold about \$45,000 in passes.

The auditors have spent four days at the Park District doing their field work. The process is going smoothly.

Tim also discussed the two policies being presented to the Board that relate to bill payment policy and seeking municipal bond ratings. Documentation of current practices will assist in achieving IPRA Distinguished Agency status.

Marketing/Public Relations Manager Jennifer Gilbert discussed her report. She conducted media training with camp and aquatics staff this month and these went very well. SOFFI recognition boards have been installed at three locations so that staff can recognize each other for "SOFFI efforts".

Facebook and Twitter sites will be launched by the end of June or mid-July. Staff has been made aware of current policy on social media during the all staff training.

The Board reviewed the new preschool graphic that was developed to provide some cohesive identity to the program.

Director Kuruvilla noted that the items in her monthly report had been covered and since Board members had no further questions, the meeting continued with action items.

## ACTION ITEMS

A motion was made by Russ Johnson to approve ordinance #10/11-2 adopting the prevailing wages to be paid to laborers, mechanics and other workers performing construction of public works for the Park District. Motion was seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Donna Kolar to approve the FY 10/11 Budget in GFOA Distinguished Budget Award format as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Jim Goshorn to approve the Governance Memo outlining the division of responsibilities between the Board and Director as presented. Motion was seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

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

A motion was made by Jim Goshorn to approve the Bill Payment Policy as presented. Motion seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Donna Kolar to approve the policy on Municipal Bond Rating as presented. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Russ Johnson to approve the Recreation Manual as presented. Motion seconded by Jim Goshorn. The Director noted that staff had put a lot of work into this document. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Jim Goshorn to approve the Safety Manual as presented. Motion seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Donna Kolar to approve the policy on distribution of the personnel policy manual. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Kolar, Johnson and Goshorn. Nays: none. Absent: Paddock. Motion carried.

In other business:

- The Director asked the Board members to let staff know if they will be able to attend the NRPA conference in Minneapolis, October 25-29.
- The agreement for the lease of SEDOL pool should be ready for approval at the July board meeting.
- The Director discussed the video that is being prepared for the Gold Medal presentation.
- Lisa Sheppard noted that staff will meet with Rita Fletcher on June 28 regarding the IPRA Distinguished Agency award preparation.
- Bidding documents have been prepared for the Hunt Club restroom facility. The bid opening will be held July 9.

A motion to adjourn was made by Jim Goshorn and seconded by Donna Kolar. On voice vote, all voted aye. The meeting adjourned at 8:10 p.m.

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Libby A. Baker, President

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James G. Goshorn, Secretary