

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
March 15, 2011

Board President Libby Baker called the regular meeting of the Gurnee Park District Board of Commissioners to order at 5:30 p.m. The President asked for a roll call. Commissioners present: Libby Baker, Vicki Paddock, Russ Johnson, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation; Mike Szpylman, Supt. of Business; Jennifer Gilbert, Marketing & Public Relations Manager, Ron Dorsey Athletic Supervisor; and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

A motion was made by Jim Goshorn, seconded by Russ Johnson to enter executive session at 5:35pm to discuss 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. (5ILCS 120/2 (c)(1) On roll call vote, Klemz, Paddock, Goshorn, Johnson and Baker voted aye.

A motion was made by Russ Johnson to return to open session at 6:58 p.m. Motion seconded by Jim Goshorn. On voice vote, all voted aye.

The President called the open session to order and led the pledge of allegiance. She asked for a roll call. Commissioners present: Libby Baker, Vicki Paddock, Russ Johnson, Michelle Klemz and Jim Goshorn. Commissioners absent: none.

A motion to accept the regular meeting minutes of February 15, 2011 as presented was made by Russ Johnson and seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion to accept the executive session meeting minutes of February 15, 2011 as presented as made by Vicki Paddock and seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion to approve the vouchers list dated 3/9/11 in the amount of \$464,616.23 and the supplemental vouchers list dated 3/15/11 in the amount of \$41,835.50 was made by Jim Goshorn and seconded by Russ Johnson. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

The financial and treasurer's reports were reviewed. The Director stated that we are tracking very closely to the budget with just a couple of months remaining in the fiscal year.

There were no visitor comments.

President Baker presented the Community Service Award to an individual who was nominated this year by the Gurnee Park District. These awards are presented jointly with the Illinois Association of Park Districts and Illinois Park and Recreation Association. The Park District honors those employees, volunteers, elected officials and civic leaders who go above and beyond assisting the Park District. Pete Christie was honored at this meeting and commended by athletic supervisor Ron Dorsey.

Ron stated that Pete has coached for five years for the girls' travel basketball program. He is always willing to "run" the tryouts and secured over \$1000.00 in donations last year for the program. He continues to be involved again this year even though he no longer has a grandchild in the program. He brings his vast experience and knowledge from teaching and coaching high school varsity basketball for 35 years. Ron thanked Mr. Christie for all his help. Lisa Sheppard said our program is lucky to have such a seasoned coach working with the young girls in our program.

Board members congratulated Mr. Christie and President Baker presented him with a plaque. Mr. Christie thanked the Board and commented that it's a great program and if he can continue to help Ron, he will. He enjoys it very much.

Jeff Reinhard discussed the Parks Department report. He stated that the washroom facility is 98% complete. There will be a final walk-through and then some outside work done prior to being open for soccer season. Construction has not begun at Village Park because permits are still being sought from Lake County Stormwater Management. Permits are necessary because two bridges go over wetlands and floodplains. The Army Corps of Engineers has approved the plan and the City of Waukegan does not need to approve it. The Park District has a temporary easement with the developer which expires July 30. Continental Drive is an alternate access but Jeff believes that the playground contractor will be able to get the trucking work done before July 30.

Lisa Sheppard reviewed the Recreation Department report. Spring soccer registration began on Monday. Over 400 registered already. Camp locations at Hunt Club are already full. Preschool registration looks healthy for next year as well. "Tutus and Tap Shoes" tiny dancers showcase is this Sunday at the Dance Hall. The "Snowed in" free event is being held this weekend at HCPCC for the first time. Supervisors are interviewing for the few seasonal positions that are open this summer. Many good applicants had to be turned away because of the numbers of staff that are returning.

Mike Szpylman presented the Business Department report. Spring registration for residents began and 1400 were processed yesterday and today. 87% were completed on line, slightly higher than last spring. Recreation Registration and financial software conversion planning has begun. Consultant Garry Vaccaro is currently meeting with key staff members to identify needs. He is proving to be very valuable in the process. Commissioner Goshorn asked if the idea is to have a completely integrated package to manage all elements. Mike said unfortunately that is not the case. The only fully integrated package is the current vendor AEK and they have not developed their product. Mike reported on pool pass sales as of 3/14 and the total is 1% above last year. As reported previously, all pass holders must get a new picture taken this year. A picture taking day held on 2/26 was hugely successful. Dance and basketball leagues were taking place that day so people appreciated being able to get their pictures taken as well. More will be held to coincide with spring sports.

Marketing/Public Relations Manager Jennifer Gilbert presented her Department report. She stated that the new brochure design was launched with the spring book. Professional photos of staff will be included in the next brochure. Photo training will take place on March 23 to increase staff knowledge in how to capture pictures at events. Web transition continues and the marketing staff is also gearing up for summer programs and events. Board members expressed their approval of the new brochure design.

Director Kuruvilla presented her report. She asked the Board to consider former member Charlie Williams as facilitator for the upcoming Strategic plan. She said she worked closely with him on the last plan and it would be cost effective to have him involved as he is familiar with the Park District and the community. The board concurred with the choice. Commissioner Goshorn thought it was a great suggestion and his professional background is appropriate. Other board members agreed, therefore the Director will ask for a proposal from him.

Susie noted that she contacted Leisure Vision to conduct the Community survey. The firm has offered some additional services such as geocoding, but she plans to wait until the steering committee convenes before making a decision. Susie asked the board to appoint a representative to be on the steering committee. The board will decide at the April meeting.

The Director reviewed the preliminary budget, which was presented both in the new GFOA format and in the AEK line item budget format. The total proposed budget is \$12,917,006, which is a 2% increase from last year. Of the total budget, \$1,739,490 is in capital projects funds and \$1,471,187 is in debt service funds. The total operating funds budget is \$9,706,329, which is 1% lower than last year. She stated that it is a balanced budget once again. No fund balances are being used for operations. \$450,000 is budgeted for transfer to the capital development fund. The software conversion plan has been incorporated into the operating budget. Staff plan on breaking even at the aquatic center, based on sale of 6,000 passes. Program budget revenue is projected 2% higher

than last year. She noted that low interest revenue has impacted funds. The focus in coming years as the economy improves will be to set aside interest revenue in the fund balance. She summarized that we have a very realistic budget. Susie commended Lisa for her leadership and her staff for putting together the budget and more importantly, for following it. She also thanked Jeff Reinhard and especially Mike Szpylman who has done a great job even though he has been here for such a short time. She also commented that all the planning that was done in previous years pays off when the economy is in a downturn.

Goals & Objectives for fiscal year 11/12 were presented in draft form so that the board could comment and make changes. The Director invited the Board to give their feedback so the document can be finalized for the April board meeting. There were no comments at this time.

The Director asked Board members if any were interested in attending the IAPD Legislative Conference May 3-4 in Springfield. At this time, only Michelle Klemz can consider attending, dependent on whether she is elected.

The Director noted that Arbor Day will be held at Betty Russell Park on Friday, April 29. She invited board members to attend the tree planting and to read a story to the preschoolers.

ACTION ITEMS

A motion was made by Russ Johnson to approve the board meeting attendance policy as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

Jeff Reinhard explained the recommendations made for the Betty Russell playground bid awards. One company only bid on the one tot piece and not the larger piece. Jeff had to separate out the bids even though it was one bid. He explained the differences in the equipment that would have been provided by the vendors that are not being recommended.

The director noted that 800 invitations were sent to residents in the area of Betty Russell Park to give feedback on the playground plan but no one attended the March 22 meeting. Board members took this to mean that residents trust in the Park District's choices and decisions.

A motion was made by Jim Goshorn to find that the bid from Recreation Concepts, Inc., Naperville, IL for 2-5 and 5-12 year old playground equipment at Betty Russell Park is not a responsible bid for the reasons described in the staff report dated March 15, 2011. Motion seconded by Russ Johnson. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to find that the bid from Zenon Company, Buffalo Grove, IL for 2-5 year old playground equipment at Betty Russell Park is not a responsible bid for the reasons described in the staff report dated March 15, 2011. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Russ Johnson to find that the bid from Recreation Concepts, Inc., Naperville, IL for the new playground structure similar to a tree house at Betty Russell Park is not a responsible bid for the reasons described in the staff report dated March 15, 2011. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve the lowest responsible bid from Reese Recreation Products, Arlington Heights, IL in the amount of \$66,920 including shipping cost of \$3,380 for Columbia Cascade playground equipment (2-5 and 5-12 year old) at Betty Russell Park. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Jim Goshorn to approve the lowest responsible bid from NuToys Leisure Products, LaGrange, IL, in the amount of \$42,859.00 for Landscape Structures playground equipment (similar to a tree

house) at Betty Russell Park. Motion seconded by Russ Johnson. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Russ Johnson to approve the Family Military Leave Act policy as presented. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Jim Goshorn to approve the developer donation agreement with TPA Gurnee, LP for the Thomas Place development as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

Lisa Sheppard discussed the Warren Blue Devils affiliate agreement, stating that they are in good standing. They work closely with Scott Crowe, who continues to serve on their board. They are respectful of our facilities and pay their bills on time. Lisa introduced Jessica Hassemer, president of the parent board. Jessica said that the Club has had a very successful year both on the club side and the high school side and continues to have a waiting list due to the high interest in the program. The boys high school swim team was undefeated this year. Coach Chris Bertana was named Vernon Hills Sectional Coach of the year. She stated that Scott is a tremendous help for the club, they've benefited from his knowledge and would like to continue that relationship. She thanked him and said he is a fantastic liaison with the high school as well. She thanked the Park District for use of the HCPAC where they hold early morning practices. Libby thanked her for sharing such positive comments about the district and the staff.

A motion was made by Michelle Klemz to approve the affiliate agreement with the Blue Devil Swim Club as presented. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

Lisa Sheppard noted that a representative of the Northern Illinois Hoopers could not be present tonight so she spoke on their behalf. She said that the Hoopers is a very small program. The girls' team has been very successful and they have been a good affiliate. They mostly use Woodland gyms. They did not have a boys team this past year but will have one this year. She recommended renewing the affiliate agreement.

A motion was made by Jim Goshorn to approve the affiliate agreement with Northern Illinois Hoopers Youth Basketball Club as presented. Motion seconded by Russ Johnson. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to accept the low bid from American Outfitters, Waukegan, IL for Gurnee Park District apparel including: shirts, hats and backpacks in the amount of \$71,668.20 for light colors and \$67,544.35 for dark colors. Motion seconded by Michelle Klemz. Lisa said this is the first time there was only one bidder. Five picked up packets and it was published in the newspaper as well as packets being sent to several companies. We require that the printer be on site and that may have been the reason for only one bidder. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

Other business:

- The Board discussed honoring Russ Johnson when he leaves the Board in April. Commissioner Johnson will inform the Board when he knows his work schedule for May.
- The Board discussed submitting a nominee for Gurnee Days Honoree.

A motion was made by Vicki Paddock to enter executive session at 8:45p.m. to discuss 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. (5ILCS 120/2 (c)(1))

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

A motion was made by Jim Goshorn to return to open session at 9:05p.m. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

A motion was made by Michelle Klemz to approve the salary range structure as presented. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Johnson, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion to adjourn was made by Russ Johnson and seconded by Jim Goshorn. On voice vote, all voted aye. The meeting adjourned at 9:06 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary