

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
March 20, 2012

President Baker called the meeting to order at 5:40 p.m. The President asked for a roll call. Commissioners present: Libby Baker, Jim Goshorn, Michelle Klemz, and Gerry Crews. Commissioners absent: Vicki Paddock. A motion was made by Michelle Klemz seconded by Jim Goshorn to enter executive session at 5:40 pm 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, Ayes: Klemz, Goshorn, Crews and Baker. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Gerry Crews to return to open session at 6:56 p.m. Motion seconded by Michelle Klemz. On voice vote, all voted aye. There was a 10-minute recess.

The President called the open session to order at 7:05 pm and led the pledge of allegiance. She asked for a roll call. Commissioners present: Libby Baker, Gerry Crews, Michelle Klemz and Jim Goshorn. Commissioners absent: Vicki Paddock. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation, Michael Szpylman, Supt. of Business; Ginni Gianneschi, Preschool/Camp Coordinator; Sue McDougle, Early Childhood Division Mgr., Jennifer Gilbert, Marketing/PR Manager; Michael Wheeler representing the GFOA and Suzanne Gage, Administrative Assistant. Please see the attendance list for other visitors.

A motion to accept the regular meeting minutes of February 21, 2012 as presented was made by Gerry Crews and seconded by Jim Goshorn. Roll call vote taken. Ayes: Crews, Goshorn, Klemz and Baker. Nays: none. Absent: Paddock. Motion carried.

A motion to accept the executive meeting minutes of February 21, 2012 as presented was made by Jim Goshorn and seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Goshorn, Klemz and Baker. Nays: none. Absent: Paddock. Motion carried.

A motion to approve the vouchers list dated 3/14/12 in the amount of \$490,006.75 and the supplemental vouchers list dated 3/20/12 in the amount of \$24,849.23 was made by Jim Goshorn and seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Goshorn, Klemz and Baker. Nays: none. Absent: Paddock. Motion carried.

The financial report and treasurer's reports were reviewed. The Director noted that the budget is on track; revenues are coming in as planned and expenses as well.

There were no visitors' comments.

President Baker presented the Community Service Award to employee Ginni Gianneschi. 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. Ginni Gianneschi was honored as the Preschool/Early Childhood Camp Coordinator. Sue McDougle recognized Ginni for her impact on Preschool/Early Childhood Camps and contributing to the "behind the scenes" activities of District programs. Among her many duties, she supports the needs of 18 preschool teachers and does so very creatively and within budget. Ginni is the glue that keeps it all together. President Baker presented a plaque and she received a round of applause.

The Director noted that the Park District applied for and has received the GFOA Budget Presentation Award for the second time for the fiscal year ending April 30, 2011. She acknowledged Mike Szpylman and his team, Kim McCormack and JoEllen Roebuck who were at the meeting and Vicki Zika, who was unable to attend. Susie thanked the business team and said she has a great deal of confidence and pride in the team and in Mike's leadership. The presentation was made by Michael Wheeler of the County of Lake. Mr. Wheeler stated that knows the work that goes into applying for the award and he is honored to be here to present the award on behalf of

GFOA. The award has promoted the preparation of high quality budget documents since 1984 and it is to encourage and help governments prepare excellent budget documents for the benefit of its constituents. The program has demanding criteria and it reflects the professionalism and the commitment of many individuals. The business team accepted the award and received the congratulations of the Board.

Jeff Reinhard reviewed the Parks report. He discussed the unusually warm weather and its effect on seasonal maintenance tasks. The parks team is “switching gears” as necessary to keep up with the changing demands. As an example, controlled burns cannot occur when the grass has already turned green. He noted that the baseball organizations are already using the fields and the soccer fields are being lined for the season.

Lisa Sheppard reviewed the Recreation report. Winter programs are ending and spring programs are beginning. She discussed new procedures for interviewing seasonal employees. Group interviews were held as part of the application process and the technique was very successful. They ran team-building exercises and observed how applicants followed directions, could they think on their feet, etc. All hiring will be completed by spring break. A new fitness supervisor has been hired and he begins on April 2. He is a former GPD intern and attended Warren High School. Lisa is excited to have him on the Recreation team. While Kristi Murray is on maternity leave, the Recreation team will be filling in for the many special events in April and May.

Mike Szpylman reviewed the Business report. He noted that on the first date of spring registration for residents, over 1,000 registered and 90% were done on line. He commented that they will feel the benefits of the new software when it is rolled out. The first communication to residents asking them to give their household information is planned for March 26. Mike also noted that pool pass sales have picked up after an email blast was sent.

Jennifer Gilbert reviewed the Marketing report. The spring brochure was published with the annual report included. Staff is working on getting sponsorships for summer events. They are also working with the business office preparing communications on the new software. Commissioner Goshorn commended Jennifer on lining up new sponsorships.

Director Kuruvilla reviewed the Director’s report. The Board was given draft ordinances for both tobacco free and smoke free parks as well as the shortened verbiage that would be included in the Ordinance Code. The Director stated that the *Daily Herald* article in today’s paper contained an error in stating that employees are currently allowed to smoke in Park District vehicles. Vehicles were never discussed in the interview. The Director called this to the reporter’s attention and he planned to print a retraction. We have a policy that was adopted in the early 1990’s against smoking in Gurnee Park District vehicles and we abide by that. A press release communicating the ordinance will be sent once the Board takes action in April.

Commissioner Goshorn said tobacco products are not what we want to encourage to be used on park property. We are not prohibiting their use completely but restricting it in certain areas. He is comfortable with the more complete ban. While smoking is much easier to observe, he is not as worried about enforcement as setting the expectation. After discussion, the consensus of the Board was to take action on the tobacco free ordinance at the April Board meeting. REALITY Illinois Youth Group Co-Sponsor Emily Hutter stated that for the first time in Illinois history, the use of other types of tobacco products is higher among youth than cigarette use. These products are easier to hide from adults and therefore are used during school. The Board commended the members of REALITY Illinois who were in the audience, for their efforts in helping the Board make this decision and for their commitment to this cause.

The Director noted that the Park District has received the GFOA Award for Financial Reporting for the 14th consecutive year. This was Mike Szpylman’s first time working on this award. He is keeping the tradition going. She also commended the hard working finance team for doing an amazing job.

The Director thanked everyone who worked on the new Strategic Plan, including Commissioner Klemz who represented the Board. Jennifer and Suzanne prepared the final document and had it printed. Copies were distributed to all members of the Strategic Plan Advisory Committee and the Executive Steering Committee. The

document is on the website and will be available at the Warren Newport Public Library as well as in both community centers. A copy was sent to each local taxing agency as well.

The Director commented on the Fiscal Year 2012/2013 Preliminary Budget. Board members gave feedback on the format of the preliminary budget. It was suggested that next year some additional narrative (that is in the GFOA budgeted format) be incorporated into the preliminary budget. The overall budget is \$11.6 million. There was a 6% decrease from the last budget year, mostly due to less capital project expenditures being budgeted this year. The operating budget is \$8.8 million, which is 2.4% higher than last year. Most of the software conversion is budgeted through the operating budget in order to preserve capital. The budget is balanced. Property taxes and fees and charges are the two main sources of revenue; 49% is from property taxes. In the recreation fund, 79% of revenue comes from fees and charges. Fees and charges come from regular programming, the fitness center and the aquatic center. The fitness center and regular programming are forecast for a 4.2% increase in revenue. The Aquatic center has a break-even budget. The Director said she is extremely comfortable with the budget and the the staff has done an exceptional job putting it together.

In response to a question, Jeff Reinhard described the latest changes made to the Virginia Graeme Baker law and how this affects the park district. All issues have been addressed and permits have been submitted at this time.

The Director noted that the High School has informed the District that they will have a different contractor mow at their schools this year. The budget will be adjusted to reflect the change. The Director asked that the Board relay any further questions on the budget to Mike Szpylman or to her. The budget will be adopted at the April meeting.

A draft of the Goals and Objectives for 2012/2013 was discussed. The Director explained the new format that attaches the goals directly to the strategic plan initiatives. President Baker said they are clear and easy to track in this format. The goals will be brought to the Board for action at the April meeting. She thanked Jeff Reinhard, Lisa Sheppard, Jennifer Gilbert and Mike Szpylman for their hard work on the goals.

An Arbor Day event is planned on April 27 with the preschool children. It will occur at Vineyard Park at 10 am and 1:30 pm. Board members were invited to read to the children.

The Director noted that vandalism occurred at Betty Russell Park. It was discovered by police patrol officers. Vandals spray-painted the new poured-in-place surfacing and the train playground piece. The Park District will be installing surveillance cameras at this park. Jeff noted that because the Park District asked the police to get more involved, the Pembroke Oaks neighborhood is starting a neighborhood watch group.

ACTION ITEMS:

A motion was made by Michelle Klemz to approve the intergovernmental agreement with Warren High School as presented. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Goshorn, Klemz and Baker. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Jim Goshorn to approve the three-year capital projects plan as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Goshorn, Klemz and Baker. Nays: none. Absent: Paddock. Motion carried.

The Director noted that compensation consultant Watson Wyatt was contacted to determine whether the full time positions salary range structure should be adjusted. This is done annually in order to maintain the formal compensation structure's validity, integrity and usefulness. Watson Wyatt recommended increasing the tables by 2% from last year. A motion was made by Gerry Crews to approve the salary tables as presented. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Crews, Goshorn, Klemz and Baker. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Michelle Klemz to find that the bid from Midwest Transit Equipment, Inc., Kankakee, IL for the purchase of a Terra Transport XLT Passenger Van (StarCraft) is not a responsible bid for the reasons

described in the staff report dated March 16, 2012. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Crews, Goshorn, Klemz and Baker. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Gerry Crews to accept the lowest responsible bid from Illinois Bus Sales, Des Plaines, IL for the purchase of a Terra Transport XLT Passenger Van (Turtle Top) at a cost of \$60,131. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Crews, Goshorn, Klemz and Baker. Nays: none. Absent: Paddock. Motion carried.

In other business:

The Director reminded the Board of a breakfast meeting being hosted by attorneys Ancel, Glink on May 24 at 8:30am.

A motion was made by Jim Goshorn to enter executive session at 8:43 p.m. to discuss:

- The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired 5ILCS 120/2(c)(5)
- To consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel to determine its validity. 5ILCS 120/2(c)(1)

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

A motion was made by Jim Goshorn to return to open session at 8:57 p.m. Motion seconded by Gerry Crews. On voice vote, all voted aye.

A motion to adjourn was made by Jim Goshorn and seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 8:57 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary