

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
May 15, 2012

President Baker called the meeting to order immediately after the Budget & Appropriation hearing at 6:47 p.m. She asked for a roll call. Commissioners present: Libby Baker, Jim Goshorn, Vicki Paddock, and Gerry Crews. Commissioners absent: Michelle Klemz. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation, Michael Szpylman, Supt. of Business; Jennifer Gilbert, Marketing/PR Manager; and Suzanne Gage, Administrative Assistant. Please see the attendance list for other visitors.

A motion to accept the regular meeting minutes of April 17, 2012 as presented was made by Gerry Crews and seconded by Jim Goshorn. Roll call vote taken. Ayes: Crews, Goshorn, Paddock and Baker. Nays: none. Absent: Klemz. Motion carried.

A motion to accept the executive meeting minutes of April 17, 2012 as presented was made by Jim Goshorn and seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Goshorn, Paddock and Baker. Nays: none. Absent: Klemz. Motion carried.

A motion to approve the vouchers list dated 5/9/12 in the amount of \$614,476.46 and the supplemental vouchers list dated 5/15/12 in the amount of \$44,568.47 was made by Vicki Paddock and seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Goshorn, Paddock and Baker. Nays: none. Absent: Klemz. Motion carried.

The financial and treasurer's reports were reviewed. The Director noted that we have preliminarily closed out the fiscal year. The District had a successful year financially; \$130,000 better than budgeted in the corporate fund and \$300,000 better than budgeted in the Recreation fund. Some will still be spent but not a large amount. The District met 99% of budgeted revenue. She gave kudos to Lisa Sheppard, her team, and everyone involved in keeping budgets in line. In review of the Treasurer's report, she pointed out it is an easy comparison to see the fund balance from last year. As a mature organization, there is not a significant difference from year to year in the fund balance.

Commissioner Klemz arrived at 6:50 pm.

During visitor comments, Penny Dagley, the Executive Director of the Woodland Educational Foundation, spoke on two topics. She thanked the Park District for their generosity in allowing the Foundation to use the community center once again for the Woodland Wishes event. The Foundation raised over \$15,000 which goes back to the children and staff at Woodland and provides a variety of enrichment and technology materials to supplement the curriculum. She also noted the support of several GPD staff members including Lisa Sheppard and Sue McDougle who have been serving on the Foundation board. Both are very dedicated to the event and she was appreciative.

Mrs. Dagley also chaired the Exchange Club of Gurnee's 24th annual Salad in the Park event this year. She thanked the District for the use of the dance hall and staff assistance. Preliminary profit is about \$6500 for the Club. One of the pillars of the Club is the prevention of child abuse. The Club gives grants to community organizations that help with child abuse prevention and youth or adults experiencing extraordinary difficulties. There are 22 applicants this year. She thanked the custodial staff for their help with Salad in the Park, especially Mark Ramos and Connor Sinclair. She also thanked Rose Knobbe and the custodial staff at the community center for the help with Woodland Wishes

Commissioner Klemz thanked Jeff and the Parks staff for setting up tents for Woodland PTA's first fun run fundraiser. They had 750-800 runners and they raised almost \$10,000.

Jeff Reinhard discussed the Parks Department report. They are preparing the pool for opening. He discussed what is being done to detect a leak that seems to be far underground. The pool will be filled next week whether the leak is found or not. The new concrete surfacing is currently being installed. Commissioner Crews had questions about

the security cameras that are to be replaced at the aquatic center. Jeff stated that there is a need to install the current aquatic center cameras at Betty Russell Park and the newest video camera technology is so much better that it will provide increased security at the aquatic center.

Lisa Sheppard reviewed the Recreation Department report. It is a very busy time of year for the Recreation department. Preschool graduations are occurring and the preschool end of year event will be held next week. Aquatic training officially began yesterday. Lifeguards must attend five of the eight trainings scheduled. The Board congratulated the aquatic staff for attaining the Ellis & Associates international gold safety award. Day camp counselor training is also beginning. Soccer is going very smoothly. There are also many special events coming up this month including the dance recital this weekend.

Mike Szpylman presented the Business Department report and noted that the District went live with RecTrac on May 7. Everything went very smoothly. They staffed for the Monday 5/14 registration beginning at 5:30 am. On May 31, staff will begin discussing the financial software conversion. Many residents emailed or called and gave good feedback on the new system and regarding how helpful the staff was. Susie commended Mike for the great leadership he provided with the whole process. She said it was a huge undertaking. She also commended Jennifer, the business team, Lisa, and the Recreation supervisors. She said she was very proud of what was accomplished. Commissioner Goshorn said the decision to involve the consultant was money well spent. Mark from RecTrac was on site for the transition and he was instrumental in making sure that all the computers worked as expected.

Jennifer Gilbert reviewed the Marketing report. The staff is promoting the many activities going on including pool pass sales and camps as well as the Farmer's Market. Commissioner Goshorn congratulated Jennifer on the sponsorships recently secured and for having been a keynote speaker at the PR Council of Lake County meeting.

Director Kuruvilla presented her report. She discussed the budget for the year just completed. She is happy and proud that we ended the year increasing revenue 4% and increased participation in many areas. She credited the exceptional customer experience that is provided. Commissioner Klemz noted that word of mouth from mom to mom is important. Susie also provided the goals update for the last fiscal year. Most goals were completed or will be very soon. There were no questions on the goals.

Jeff Reinhard presented the proposed plans to replace the playground at Christine Thompson Park, which was last remodeled in 1992. The playground footprint is not being changed. The budget is \$75,000. Displaying photos of the playground pieces, he felt there is a lot of play value for the cost. Howard White is the vendor for the "Burke Built" playground equipment that staff selected to be bid. Other vendors are able to bid an "equal alternate". The lowest responsible bid is accepted.

The Director noted that the Viking bandshell renovations should be completed tomorrow. There will be an ADA ramp on one side and stairs on the other. In front, there will only be grass. Once the stage is completed, staff will see what else should be improved.

ACTION ITEMS

A motion was made by Michelle Klemz to approve the Budget & Appropriation Ordinance #12/13-1 as presented. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve Resolution #12/13-1 for the acquisition of 1.17-acres on Russell Road near O'Plaine Park for \$110,000 and giving authority to the President, Secretary and Executive Director to execute the real estate contract. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Jim Goshorn to approve the Gurnee Park District annual calendar for the fiscal year 2012/2013 as presented. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

Lisa Sheppard presented the proposed affiliate agreement with Warren United Soccer. She said they continue to be a great affiliate and run a good program. She recommended approving the agreement. Ken Carrano representing Warren United Soccer spoke. He thanked Kelly Petersen, Ron Dorsey and the Parks staff for their work. They have enjoyed their relationship with the Park District and hope it continues.

A motion was made by Vicki Paddock to approve the affiliate agreement with Warren United Soccer as presented. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

Lisa Sheppard introduced Wendy Belletini and Mike Walsh, representatives of Warren Wave. Warren Wave is the competitive arm of Warren Township Girls Softball. They use Christine Thompson Park for their practices. Lisa noted that this is a good use because the Park District does not program there. Ms. Belletini stated that they appreciate use of the space; however, she also expressed some concern about field conditions. It can become a safety issue and they are unable to use the field. Jeff Reinhard noted that it is a priority based on what games are being played. Staff will review these concerns with staff.

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

A motion was made by Vicki Paddock to approve the personnel policy manual revisions as presented. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to approve the purchase and installation of a Honeywell Maxpro NVR Channel camera system from Active Alarm Company at a cost of \$27,400 at Hunt Club Park Aquatic Center as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to set July 24 at 6 p.m. as the date for a park tour and publish it as a meeting. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

Election of board officers was conducted:

Michelle Klemz made a motion to elect Jim Goshorn as president to serve a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Baker, Paddock, Klemz, Crews and Goshorn. Nays: none. Absent: none. Motion carried.

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

Vicki Paddock made a motion to elect Michelle Klemz as secretary to serve a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Baker, Paddock, Klemz, Crews and Goshorn. Nays: none. Absent: none. Motion carried.

Jim Goshorn made a motion to appoint Mike Szpylman as treasurer and Michelle Klemz seconded. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

Gerry Crews made a motion to appoint the firm of Lauterbach & Amen LLP as Park District auditors. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

Jim Goshorn made a motion to appoint Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer P.C. as Park District attorneys. Motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

Michelle Klemz made a motion to approve the annual Park Board meeting schedule as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

In other business, the Director noted:

- The volunteer recognition pool party will be held June 15
- NRPA Congress will be held in Anaheim, CA October 16-18
- Virginia Graeme Baker deadline has been extended one year

A motion was made by Gerry Crews to enter executive session at 8:26 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)

Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. 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 8:40 p.m. Motion seconded by Gerry Crews. On voice vote, all voted aye.

A motion to adjourn was made by Michelle Klemz and seconded by Jim Goshorn. On voice vote, all voted aye. The meeting adjourned at 8:40 p.m.

James G. Goshorn, President

Michelle Klemz, Secretary