

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
March 19, 2013

President Goshorn called the meeting to order at 5:50 p.m. and led the pledge of allegiance. He asked for a roll call. Commissioners present: Vicki Paddock, Gerry Crews, Libby Baker, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director and Suzanne Gage, Administrative Assistant.

A motion was made by Michelle Klemz seconded by Libby Baker to enter executive session at 5:50 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, Baker, Paddock, Crews and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to return to open session at 6:59 p.m. Motion seconded by Gerry Crews. On voice vote, all voted aye. There was a five minute recess.

The President called the open session to order at 7:06 pm and led the pledge of allegiance. He asked for a roll call. Commissioners present: Vicki Paddock, Gerry Crews, Libby Baker, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Michael Szpylman, Supt. of Business; Jennifer Gilbert, Marketing/PR Manager and Suzanne Gage, Administrative Assistant. There were no visitors present.

A motion to accept the regular meeting minutes of February 19, 2013 was made by Vicki Paddock and seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to accept the executive meeting minutes of February 19, 2013 was made by Vicki Paddock and seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to approve the vouchers list dated 3/13/13 in the amount of \$343,697.28 and the supplemental vouchers list dated 3/19/13 in the amount of \$178,546.78 was made by Libby Baker and seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

The financial and treasurer's reports were reviewed. The Director noted that there are two months left in the fiscal year and we are doing very well.

There were no visitor comments.

Jeff Reinhard reviewed the Parks Department report. The snow and ground frost must to be gone before the fields can be prepared and spring sports programs can begin. There was discussion on the priorities of clearing snow from our facilities and parking lots as opposed to park sidewalks and pathways in the winter. Pathways may be cleared but only as staffing allows. Staff has also been working on dormant tree pruning and various indoor maintenance tasks.

The Director discussed the Recreation report. The Recreation supervisors put their report together as a team this month. Everyone is busy working on their own area.

Mike Szpylman presented the Business Department report. Over 2000 registrations have been taken since registration began last Monday. 79% registered through the website.

Jennifer Gilbert reviewed the Marketing report. She stated that staff has been working on technology this last month. She also discussed a new social page that is under construction.

Susie Kuruvilla reviewed her report. She presented the preliminary budget. The total proposed budget is \$12,392,833, which is a 5% increase from last year. Of the total budget, \$1,649,172 is in capital project funds and \$1,430,814 is in debt service funds. The total operating funds budget is \$9,312,847, which is 2% higher than last year. The anticipated cost of PPACA (“Obamacare”) has been added to the budget. Tax revenue will continue to be flat.

\$11,000 has been allocated in the budget to provide Wi-Fi to both community centers and aquatic center. This amenity has become an expectation of the public.

The Ravinia Park plan was reviewed. The proximity of the baseball field to the playground was a concern so a softball field was substituted. GPD will be applying for a matching grant. A circulation path has been created. Two public hearings will be held as required by the grant— one through the homeowners association and another will be held during a board meeting. The final plan will be brought to the April Board meeting.

The Sponsorship policy was reviewed and discussed. The Board discussed how much Board oversight should be exercised in selection of a sponsorship opportunity. The Board wishes to avoid any possibility of a sponsor’s name appearing above that of the Park District. The Board would also like to review the current naming of parks policy. The policy should differentiate events sponsored by the Park District versus those that simply take place on Park District property such as Gurnee Days. The policy should also explain that the sponsorship levels take into account the expected attendance. Suggestions will be incorporated into the policy and it will be presented again at the April board meeting.

The Director informed the Board that a safety assessment will be done by RETA Security, a company recommended by PDRMA. It will be very comprehensive and they will offer a full day of training for staff. The Board suggested looking into filming the training for use in the future.

#### ACTION ITEMS

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

A motion was made by Gerry Crews to approve the salary tables as presented. Motion was seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve the purchase of a 2013 F-350 2-wheel drive dump truck for \$25,960 and a 2013 F-250 2-wheel drive pick up truck for \$17,420 from Bob Ridings, Inc. Taylorville, IL through the State of IL Bid and the addition of a Knapheide tool box addition bed to the F-250 from R.A Adams Enterprises, McHenry, IL at a cost of \$6,380. Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to approve carnival rides in Viking Park north parking lot for Gurnee Days 2013 pending the details being worked out to the satisfaction of the Gurnee Days Corporation, Gurnee Park District and the Village of Gurnee. Motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

#### In other business:

The AT&T request to build a cell tower in Vineyard Park was discussed. The Director recommended that the idea not be further explored due to the appearance and the Board concurred.

A motion was made by Vicki Paddock to enter executive session at 8:14 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, Paddock, Klemz, Baker 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 Gerry Crews to return to open session at 9:39 p.m. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

A motion to adjourn was made by Michelle Klemz and seconded by Gerry Crews. On voice vote, all voted aye. The meeting adjourned at 9:39 p.m.

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James G. Goshorn, President

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Michelle Klemz, Secretary