

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
May 17, 2016

President Goshorn called the regular meeting to order at 6:47 p.m. after the Budget & Appropriation Hearing was adjourned. He asked for a roll call. Commissioners present: Vicki Paddock, Libby Baker, Gerry Crews, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Director of Parks and Planning; Mike Szpylman, Director of Business Services; Scott Crowe, Director of Recreation; Jennifer Gilbert, Director of Marketing and Community Relations and Suzanne Gage, Administrative Assistant. Please see the attendance sheet for additional visitors.

A motion was made by Michelle Klemz to approve the minutes of the regular meeting of April 19, 2016. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the minutes of the executive meeting session I at 6:40 pm on April 19, 2016. The motion was seconded by Libby Baker. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the minutes of the executive meeting session II at 8:39 pm on April 19, 2016. The motion was seconded by Libby Baker. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$1,137,998.38 presented on May 17, 2016 was made by Michelle Klemz and seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

The financial report and treasurer's report were reviewed. The director congratulated all departments for an excellent year. The fiscal year ended on April 30.

The President opened the floor to visitors. There were no visitors.

Department heads reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard noted that the waterfall repairs have been completed. It will be inspected each fall for any further cracks. The pool will be filled shortly. The aquatic center will be ready for opening on May 28.

He reported that Leo Colin has been promoted to full time as a facility team member. It was noted that he has provided a great deal of help at the pool.

Jeff is meeting with the contractor for Ravinia Park regarding completion of the pathway, basketball court, parking lot, and curbing. The playground will be installed by GPD staff. The old playground equipment will be removed once the weather is dry. A sign will be installed regarding the project completion date.

Director of Recreation Scott Crowe noted that preschool registration is going well. The full day class is full for this fall. Camp registration is up 13% over last year. There are now 6483 fitness memberships.

Positions within the fitness department are being reorganized because of growth and expansion. Pat Bodame is now the Fitness Services Supervisor. His responsibilities include membership sales, group exercise, personal training and overseeing the front desk. Matthew Vanderkamp becomes the Fitness Operations Supervisor. He is responsible for fitness attendants, and managing the Hunt Club fitness center. Staff is also advertising for a full time Membership Coordinator, who will report to Pat Bodame.

Director of Business Services Mike Szpylman noted that the audit field work has begun. He also discussed the three-year financial forecasting that was presented for the first time.

He noted that the new customer service training program will be introduced at the summer staff meeting. The SOFFI standards are being integrated into a new customer service training program from the Management Association. The staff meeting will be held on June 3 from 9-3pm.

Director of Marketing and Community Relations Jennifer Gilbert discussed her report and the kickoff event for Go Gurnee. We have asked other districts to encourage walking with their own staff and they are doing so. The staff is also collaborating with the Lake County Health Department. Go Gurnee is making opportunities for the community to add walking, such as encouraging people to come early to a summer concert and walk our trails first. It has generated a great deal of interest and can only grow from here, remarked Susie.

Jennifer also referred to the summer events calendar that has been reworked this year and has received a lot of compliments.

The Executive Director reviewed her report. A fiscal year 15/16 program budget analysis was presented and she noted that the district met 98% of budgeted revenue, which is exceptional.

She noted that the GO Gurnee June 1 rally will begin at 6:15pm in Viking Park.

The Board will hold a special meeting on strategic planning on May 18.

ACTION ITEMS

A motion was made by Vicki Paddock to approve the Budget & Appropriation Ordinance #16/17-1 as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Klemz, Crews, Paddock, and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve the fiscal year 2016/2017 goals as presented. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Baker, Klemz, Crews, Paddock, and Goshorn. Nays: none. Absent: none. Motion carried.

The Board was updated on the proposal for installation of the River Trail School playground. The sole bid came in very high. The site has more problems than were anticipated. There are underdrainage problems and ADA accessibility problems. Jeff asked that the playground equipment not be ordered until the project is re-worked. The Board concurred.

A motion was made by Libby Baker to reject the bid from DK Contractors, Inc. for the installation of playground equipment at River Trail School at a cost of \$185,575.00 Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Klemz, Crews, Paddock, and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to accept the lowest responsible bid from Perfect Turf, Inc. Wood Dale, IL for artificial turf surfacing at Ravinia Park playground at a cost of \$41,750 as presented. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Klemz, Crews, Paddock, and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to accept the bid from Pro-Tech Surfacing LLC, Sharon Center, Ohio for purchase and installation of poured-in-place rubber surface at Ravinia Park playground at a cost of \$63,847 as presented. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Klemz, Crews, Paddock, and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to accept the lowest responsible bid from First Impression, Inc. for tennis court and basketball court surfacing at various parks at a cost of \$102,985 as presented. Motion seconded by Vicki Paddock. Parks where work will be done are: Viking, Betty Russell, Churchill Hunt, Concord Oaks, Hunt Club, O'Plaine, Southridge, Timberwoods and Westgate. Jeff Reinhard explained further that the contractor has advised that Christine Thompson Park tennis court needs a layer of asphalt rather than only crack repair and color coating which would cost \$60,000. Jeff suggested holding off on that work, doing more investigation and assessing usage this summer. Roll call vote taken. Ayes: Baker, Klemz, Crews, Paddock, and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the annual Gurnee Park District fiscal calendar for fiscal year 2016/2017. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Klemz, Crews, Paddock, and Goshorn. Nays: none. Absent: none. Motion carried.

Election of officers was conducted:

A motion was made by Vicki Paddock to elect Jim Goshorn as President for a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Paddock, Crews, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion passed and Jim Goshorn was elected as President.

A motion was made by Gerry Crews to elect Libby Baker as vice president for a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Paddock, Crews, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion passed and Libby Baker was elected as Vice President.

A motion was made by Vicki Paddock to elect Michelle Klemz as secretary for a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Paddock, Crews, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion passed and Michelle Klemz was elected Board Secretary.

Commissioner Crews thanked those elected for taking the leadership roles. He commented that they do a great job representing the Board.

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

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

A motion was made by Michelle Klemz to approve the annual Park Board meeting schedule as presented. Motion was seconded by Vicki Paddock. President Goshorn asked if Board members would like to meet for a park tour this year. The Board decided to have a park tour after the Ravinia playground is completed.

towards end of summer and/or possibly in conjunction with a Rec Mobile event. Roll call vote taken. Ayes: Paddock, Crews, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion passed.

A motion was made by Gerry Crews to approve the revised Gurnee Park District Personnel Policy Manual as presented. Motion was seconded by Vicki Paddock. The Board had received the manual at the April board meeting. They discussed and concurred with the proposed changes to the employee program benefits. Roll call vote taken. Ayes: Paddock, Crews, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion passed.

OTHER BUSINESS

The Executive Director noted that the National Recreation and Parks Association Congress will be held in St. Louis this year from October 5-8.

A motion was made by Libby Baker to enter executive session at 8:46 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)

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

A motion was made by Libby Baker to return to open session at 8:49 p.m. Motion seconded by Vicki Paddock. On voice vote, all voted aye.

A motion was made by Libby Baker to approve the three-year employment contract for the Executive Director. Motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Crews, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion passed.

A motion to adjourn was made by Libby Baker and seconded by Vicki Paddock. On voice vote, all voted aye. The meeting adjourned at 8:53 pm.

James G. Goshorn, President

Michelle Klemz, Secretary