

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
July 17, 2018

President Goshorn called the regular meeting to order at 7:00 pm. The President led the Pledge of Allegiance and asked for roll call. Commissioners present: Gerry Crews, Vicki Paddock, and Jim Goshorn. Commissioners absent: Libby Baker and Michelle Klemz. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Director of Parks and Planning; Mike Szpylman, Director of Business Services; Jennifer Gilbert, Director of Marketing and Community Relations; and Melissa Greenthal, Operations Analyst. Please see the attendance sheet for additional visitors.

A motion was made by Vicki Paddock to approve the minutes of the regular meeting of June 19, 2018. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Paddock, and Goshorn. Nays: none. Absent: Baker and Klemz. Motion carried.

A motion was made by Gerry Crews to approve the minutes of the Executive Session meeting of June 19, 2018. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Paddock, and Goshorn. Nays: none. Absent: Baker and Klemz. Motion carried.

A motion was made by Vicki Paddock to approve the minutes of the special meeting park tour of July 10, 2018. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Paddock, and Goshorn. Nays: none. Absent: Baker and Klemz. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$1,133,386.84 presented on July 17, 2018 was made by Gerry Crews and seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Paddock, and Goshorn. Nays: none. Absent: Baker and Klemz. Motion carried.

Libby Baker joined the meeting at 7:03pm.

The financial report and treasurer's report were reviewed. Commissioner Crews asked about the last cd rate at 2.67%. Director Szpylman indicated there were 2 CDs, one at 2.7% and one at 2.65%. The treasurer's report shows almost \$5 million in the depository and sweep accounts. In early July, \$2.4 million worth of 3, 6 and 9 month CDs were purchased to invest the recent tax receipts.

The President opened the floor to visitors; there were no comments.

Department Directors reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard presented his report. Westgate Park Planning meeting went well. The playground plans were well received by residents that attended. University Park planning meeting also went well, with fewer people. The playground design was well received. University Park residents requested no basketball court, keep the landscaping as is and no additional lighting. The Pickleball courts at O'Plaine are coming along well for the ribbon cutting on Tuesday, July 24th. Commissioner Goshorn asked if there will be any bleachers at the Pickleball Courts. Executive Director Kuruvilla noted bleachers are an option at a later time. The flooding over last year at Peterson Park caused several trees that needed to be removed. Several new trees have been planted that withstand flooding better than the previous trees.

Executive Director Kuruvilla presented the recreation report since Scott Crowe was absent. There is a correction in the report on fitness members; there are 5,609 active fitness members which is 114 behind in the monthly goal. Commissioner Goshorn asked if there is still Prime Memberships. Executive Director Kuruvilla reported that Prime Memberships will be removed at the end of July

and some of these members are converting to regular fitness memberships. FitNation promotions in July include half off initiation as well as a member referral program. Commissioner Paddock asked if preschool registration shows any change due to new preschools in the area. Registration for preschool has not been affected Executive Director Kuruvilla indicated. Commissioner Goshorn would like to see some trend data of the fitness memberships as well as a trend line of new members compared to cancellations. This will be demonstrated next month with the iDashboards software. Commissioner Baker asked about the new Building Manager positions. Executive Director Kuruvilla indicated that the reorganization at FitNation was made to make all staff members more equipped to handle memberships and cleanliness of the facility. The Building Managers will circulate around the facility and serve at a supervisory role being available at all time.

Director of Business Services Mike Szpylman reviewed his report.

Director of Marketing and Community Relations reviewed her report. Preparations are underway for fall programming. Digital promotions for preschool registrations are going on now. The web aquatic center dailies are selling well with peek days of 150 daily passes sold. The 50th preparations are in progress. The fall brochure features the 50th-anniversary timeline. The Pickleball ribbon cutting is July 24th. Commissioner Goshorn asked how the attendance at the aquatic center is this year. Executive Director Kuruvilla indicated the attendance is similar to last year with revenue above where we were at this time last year.

Executive Director Kuruvilla reviewed her report. Gurnee Days are August 9-12, 2018. No major changes to the events of Gurnee Days from last year. Commissioner Crews asked if there is any news about the Friends of the Gurnee Park District. Executive Director Kuruvilla stated all of the officers are in agreement on dissolving the group and the meeting is set for 6:30pm on August 21st to take action on this.

ACTION ITEMS

A motion was made by Vicki Paddock to approve Fiscal Year 2017/2018 Audit as presented and was seconded by Gerry Crews. Ann Van Vooren from Lauternach and Amen presented the audit report. No new management letter comments, only the new requirements need for Other Post-Employment Benefits (OPEB) which will be completed by the next fiscal year. Commissioner Goshorn asked if the OPEB will cause any significant work. Director Szpylman indicated this does not cause any additional work; reports will come in and be forwarded on to Lauterbach & Amen, LLP. Gurnee Park District received the clean opinion; this is the best that a municipality and park district can receive. Applying for the 20th year of the Certificate of Achievement. Commissioner Roll call vote taken. Ayes: Baker, Crews, Paddock, and Goshorn. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Libby Baker to approve the fund transfer of \$225,000 from the Corporate Fund and \$180,000 from the Recreation Fund to the Capital Replacement/Development Fund and was seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Baker, Paddock, and Goshorn. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Gerry Crews to approve the purchase of playground equipment for University Park from Landscape Structures through National Joint Power Alliance (NJPA) at a cost of \$69,897 and was seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Baker, Paddock, and Goshorn. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Vicki Paddock to approve the purchase of playground equipment for Westgate Park from Little Tikes/PlayPower LT Farmington, Monett, MO through National Joint

Power Alliance (NJPA) at a cost of \$82,112.50 and was seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Paddock, Baker, and Goshorn. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Gerry Crews to accept the lowest responsible bid from E. Hoffman Inc., Lombard, IL for the installation of University Park playground at a cost of \$60,900 and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Paddock, Baker, and Goshorn. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Vicki Paddock to accept the lowest responsible bid from Perfect Turf, LLC for the purchase and installation of synthetic turf at University Park Playground at a cost of \$66,200 and seconded by Gerry Crews Roll call vote taken. Ayes: Crews, Paddock, Baker, and Goshorn. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Gerry Crews to accept the lowest responsible bid from E. Hoffman Inc., Lombard, IL for the installation of Westgate Park playground at a cost of \$84,400 and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Paddock, Baker, and Goshorn. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Vicki Paddock to approve the field use agreement with FC Lake County Soccer Club as presented and was seconded by Gerry Crews. Roll call vote taken. Ayes: Baker, Paddock, Crews, and Goshorn. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Vicki Paddock to approve the agreement with FGM Architects for the architectural and engineering services for the maintenance facility at Viking Park at a cost of \$132,400 and was seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Paddock, Baker, and Goshorn. Nays: none. Absent: Klemz. Motion passed.

A motion to adjourn was made by Gerry Crews and seconded by Vicki Paddock. On voice vote, all voted aye. The meeting adjourned at 7:55pm.

James G. Goshorn, President

Michelle Klemz, Secretary