

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
January 19, 2010

Board President Libby Baker called the regular meeting of the Gurnee Park District Board of Commissioners to order at 7:00 p.m. The President led the Pledge of Allegiance and roll call was taken. Commissioners present: Libby Baker, Vicki Paddock, Russ Johnson, Jim Goshorn and Donna Kolar. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation; Tim Sloth, Supt. of Business Services; Matthew Vanderkamp, Youth Athletic Supervisor; Jennifer Gilbert, Marketing & Public Relations Manager and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

A motion to accept the regular meeting minutes of December 15, 2009 as presented was made by Vicki Paddock and seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Goshorn and Johnson. Nays: none. Absent: none. Motion carried.

A motion to approve the vouchers list dated 1/13/10 in the amount of \$469,014.59 and the supplemental vouchers list dated 1/19/10 in the amount of \$15,066.81 was made by Russ Johnson and seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Goshorn and Johnson. Nays: none. Absent: none. Motion carried.

The financial and treasurer's reports were reviewed. The Director commented that at the end of December, program registrations were comparable to last year at this time.

Libby Baker presented Commissioner Russ Johnson with an Illinois Association of Park Districts 10-year anniversary award. Board and staff congratulated him for his service and dedication to the Park District.

The President asked if there were any visitors' comments. There were none.

Jeff Reinhard presented his Parks Department report. Staff has been busy keeping parking lots cleared of snow and maintaining the ice rinks. The fence has been installed at Chittenden Park on top of the new berm. He also reported the completion of the PDRMA risk management review. The Park District received an excellent score of 99.2%.

Superintendent of Recreation Lisa Sheppard summarized her written report. She introduced Youth Athletic Supervisor Matthew Vanderkamp who summarized the changes decided for the spring soccer season based on surveys completed by fall soccer participants. The use of Survey Monkey makes feedback available almost immediately and program changes can be made that much sooner. Susie Kuruvilla commented that she was excited by these changes; they are very positive. She complimented Matthew Vanderkamp and Chris Marzano for these program modifications.

Lisa noted that basketball season is underway. She also stated that new private vocal lessons are available as well as a musical theater program started. As of January 19 there are 79 new fitness members since January 1. There has been a team effort at HCPCC during the January membership promotion and traffic has been consistent this month. The new membership restructuring has been well-received. Lisa also noted that the Volunteer Coordinator report for the last quarter of 2009 was enclosed with the packet.

Superintendent of Business Tim Sloth presented his report. Staff is working on the FY 10/11 budget in preparation for the March board meeting. The conversion of banking services from Fifth Third to First Midwest has also begun. Staff has already processed 130 aquatic center applications. Statistics will be available at the next Board meeting.

Marketing/Public Relations Manager Jennifer Gilbert highlighted items in her report. Fitness center marketing is going well, as noted in other staff reports. She noted that staff has sent out targeted e-blasts this month. The Pool & Camp Guide has been distributed to residents and the schools. The aquatic center renewal packets were mailed. Jennifer also presented the new graphic for the farmer's market. There was general approval.

Director Kuruvilla discussed her monthly report. She commented on the many accomplishments over the last 10 years. A list has been compiled of major milestones. Most of the population growth occurred in the 1990's but the majority of Park District infrastructure growth occurred in the 2000's. She highlighted some of the major items that staff will work on this coming year. Staff is working on the Master Plan, to be presented next month and adopted in March. She also noted that the Park District is making application for the NRPA Gold Medal award. If chosen as a finalist we would need to provide our long range planning tools, so the Master Plan will be one of those items. It is a difficult award to receive. IPRA Distinguished Agency accreditation is being worked on by many staff members with Lisa taking the lead on the project. Tim Sloth is working on the GFOA Distinguished Budget award. Jeff Reinhard and the Parks team will be replacing playgrounds at Southridge and Betty Russell Parks this year as well as constructing a restroom facility at Hunt Club Park.

Staff has determined the appropriate location for the restroom facility at Hunt Club Park. Jeff is working with SRBL Architects and Gewalt Hamilton, our civil engineers. The cost is estimated at \$200,000 to \$250,000. Storage will also be part of the facility. To save some costs in construction of the facility, staff will oversee the bidding and the construction, rather than hire a construction manager or general contractor.

The 3-year capital projects plan was reviewed. The Board had no questions or objections to the plan.

Susie and Jeff Reinhard explained a recommendation to convert sports fields for better utilization. The west baseball field at Viking Park near the school is not used often. Staff recommended converting it to a soccer and lacrosse field. The baseball field at Hunt Club Park is also not used since the soccer fields adjacent are used most of the time. Staff recommended changing the field to a smaller baseball field, keeping the backstop but grassing the majority of the dirt field. The Board concurred with the recommendations.

Susie and Lisa Sheppard met with SEDOL last week to discuss future usage of Laremont Pool. SEDOL plans to discontinue their use of the pool and are giving users the opportunity to take it over. The Park District is the main user of the pool, along with WSRA and another special recreation agency. SEDOL has asked the users if there is interest in taking over the pool. Otherwise, they intend to fill it and remodel the space. The Park District currently pays about \$18,000 in rent annually to use the pool and SEDOL advises that the cost to operate the pool is about that same amount. SEDOL will also ask for a lease agreement for the space. The Director stated that without that pool, our current aquatics program will suffer. It is also an opportunity to find out if we have a need for an indoor pool. It will be useful for swim tots and water fitness classes. Some learn to swim classes could also move to that facility. The Park District could have complete access and a separate entrance. Some interior remodeling would be necessary however. Susie asked for comments on the idea.

Commissioner Baker felt that this idea would be well received by the community and it could be programmed all day long. Russ Johnson said without this pool, we will have problems in our swim programs so he favored keeping this pool operational. Donna Kolar said it seems like a great opportunity. Susie noted she will follow up with SEDOL and keep the Board informed.

The Director noted that the Welcome to Gurnee event will be held on April 16 in conjunction with Family Fun Day. Combining these two popular events will increase attendance.

ACTION ITEMS

A motion was made by Vicki Paddock to accept the lowest responsible bid from NuToys Leisure Products, LaGrange, IL for playground equipment at a cost of \$58,053.00. Motion was seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Goshorn and Johnson. Nays: none. Absent: none. Motion carried.

A motion was made by Jim Goshorn to accept the lowest responsible bid from Bullseye Contractors, LLC, Lombard, IL for work to be performed at the pool at a cost of \$38,212. Motion was seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Goshorn and Johnson. Nays: none. Absent: none. Motion carried.

A motion was made by Russ Johnson to approve the proposal from SRBL Architects for architectural services for the construction of a restroom facility at Hunt Club Park at a cost of \$29,000. Motion was seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Goshorn and Johnson. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to accept the lowest responsible bid from Hagg Press, Inc., Elgin, Illinois for the printing of four program brochures and one supplemental brochure in the amount of \$54,504.00. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Goshorn and Johnson. Nays: none. Absent: none. Motion carried.

A motion was made by Jim Goshorn to approve the policy on Employment of Certified and Professionally Trained Staff as presented. Motion was seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Goshorn and Johnson. Nays: none. Absent: none. Motion carried.

A motion was made by to Russ Johnson approve the policy on Recreation Planning, Development and Evaluation as presented. Motion was seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Goshorn and Johnson. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the Community/Affiliate Group/Intergovernmental Agreement Policy as presented. Motion was seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Goshorn and Johnson. Nays: none. Absent: none. Motion carried.

In other business the Director noted:

- The consumer price index for next year will be 2.7%.
- As of Jan. 1, there are changes to the Freedom of Information Act law. E-mail is subject to FOIA. To assist in compliance, Board members will be assigned a Park District email account so that email is backed up on the Park District server.
- The IAPD/IPRA conference will be held January 28-30 in Chicago.

A motion to adjourn was made by Jim Goshorn and seconded by Russ Johnson. On voice vote, all voted aye. The meeting adjourned at 8:20 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary