

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
February 16, 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, Jim Goshorn and Donna Kolar. Commissioners absent: Russ Johnson. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation; Tim Sloth, Supt. of Business Services; Scott Crowe, Aquatic Manager; Kristi Chirempes, Cultural Arts Manager; Linda Brogren, Volunteer Coordinator; 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 January 19, 2010 as presented was made by Vicki Paddock and seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, and Goshorn. Nays: none. Absent: Johnson. Motion carried.

A motion to approve the vouchers list dated 2/11/10 in the amount of \$402,271.39 and the supplemental vouchers list dated 2/16/10 in the amount of \$18,433.21 was made by Jim Goshorn and seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, and Goshorn. Nays: none. Absent: Johnson. Motion carried.

The financial and treasurer's reports were reviewed. The Director stated that the budget is right on target.

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

President Baker presented Community Service Awards to those who were nominated this year by the Gurnee Park District. These awards are presented jointly by the Illinois Association of Park Districts, Illinois Park and Recreation Association and the Gurnee Park District. The Park District honors those employees, volunteers, elected officials and civic leaders who go above and beyond assisting the Park District. Those honored at this meeting and presented with plaques were:

Jessica Dadabo Aquatic Manager Scott Crowe praised Jessica for outstanding service as an employee in the Aquatics Dept. She has made many positive contributions since she began employment at HCPAC in 2002 as lifeguard, swim instructor, and summer lesson coordinator. She has recently been certified as a lifeguard instructor and has been selected as the GPD aquatic program coordinator, overseeing swim lessons all year. With staff, Jessica is nurturing, motivating and very organized. With participants she is patient and caring. She and her family are also active participants in park district programs.

Kathy Myren Recreation manager Kristi Chirempes and Volunteer Coordinator Linda Brogren praised Kathy for her volunteer service as well as her work as the Farmer's Market Manager. She has volunteered for many years at monthly senior mixers, dance recitals, Viking Park Singers holiday concerts, Italian Fest, preschool international luncheon and preschool picnic. Her enthusiasm makes her special and creates wonderful memories for those who participate in events. Kristi said Kathy is someone who lives and breathes what we believe in at the park district. She is always positive and wholeheartedly involved in everything she does, making the experience memorable for participants. She exemplifies our family atmosphere, has a passion for her job and brings joy to every situation.

Jeff Reinhard presented the Parks Department report. He described the improvements to the houses on the north part of the Hunt Club annex property so that they can be used by the landscape team and construction team. This

property currently is in unincorporated Lake County and eventually will annex to the Village, once there is reason to do so.

Preliminary work has begun for the Hunt Club Park restroom facility. A concept plan will be ready shortly. Construction bids should be let in April. Southridge playground equipment is on order. Jeff noted it has been a very good ice rink season this year. The rinks are still functional. In response to Commissioner Goshorn, Jeff reported on tree pruning at Southridge Park. Jeff also discussed the purchase of a solar panel LED light to add some light at University Park. If it works out, more could be purchased for other sites such as Southridge.

Superintendent of Recreation Lisa Sheppard introduced Karen Bata, secretary of the board of the Northern Illinois Hoopers basketball club. Lisa noted that Matthew Vanderkamp is the Park District liaison in securing gymnasium rentals. The group uses Woodland Middle School and HCPCC. They are a small, but very dedicated group with much parent involvement. Ms. Bata described the fundraising that they've done this year. She thanked the board for continued support of the club.

Lisa Sheppard summarized her written Recreation Department report. Friday is the "Enchanted Evening" special event and it is sold out. Next year another will be held to accommodate the wait list. She reviewed the changes made to the swim lesson curriculum in response to surveys suggesting there were inconsistencies in some levels. The success of the changes will be evaluated after the next session.

The fitness center met its goal of 225 new members and enrolled a total of 230. Lisa commented that it was a true team effort between the fitness, marketing and business teams. Jim Goshorn commented that it was great to see memberships increase even in a down economy. Lisa stated that many times the group exercise classes are maxing out.

Superintendent of Business Tim Sloth presented his report. He stated that good progress is being made on the budget. The next step is re-formatting the budget in preparation for the GFOA Distinguished Budget award. The presentation in this new format will be simplified and easier for the public to follow and understand. It will also be easier for the public to compare taxing agencies.

The aquatic center early renewal deadline passed on February 6; 1,041 applications were processed in total with revenue of \$212,703. We are down 4.2% compared to last year. Tim commented that this level of pass sales is encouraging considering the weather last summer. Tim reported that Excalibur Technology installed a new firewall at HCPCC and new antivirus software at both locations. In response to a question, Tim stated that staff is very satisfied with the "Total Support Solution" service offered by Excalibur.

Marketing/Public Relations Manager Jennifer Gilbert discussed her report. She noted that during the fitness campaign we also transitioned into the new bundling of membership packages. It was a large undertaking and well received by the public. The business and recreation department staff did an excellent job explaining the plans to new and current members. She noted that Frosty Fest was a great event with good news coverage. Jennifer also highlighted some of the electronic communications and surveys that were done this month. Reminder emails proved to be very effective for aquatic center renewals.

Director Kuruvilla discussed her monthly report. She presented the master plan draft to the Board and highlighted portions of it. The previous master plan was completed in 1998. The assumption was made that Gurnee will not grow too much more. Three separate planning areas have been identified. With 400 acres of park land, we meet the National Recreation & Parks Association criteria of 10 acres per 1,000 population. However, we do not meet the NRPA criteria when it is split up into neighborhood park versus community park. Our park district criteria has always been four acres for neighborhood park and six acres for community park versus the NRPA standard of two acres of neighborhood park and 5-8 of community park per 1000 residents. The plan also includes a summary of every park site, including its history, amenities and future capital improvements.

The document is not complete yet since recommendations, trends in recreation, and potential acquisition opportunities must be added to it. The draft will be put on the website and a press release will be sent out inviting public review. A public hearing will be held at the next board meeting. Individual invitations may also be sent to those who we know would be interested. The plan should be approved by the Board at the April meeting. A copy will be placed at the Library, Village hall and both community centers. Susie thanked the committee that helped prepare the plan: Jeff Reinhard, Jennifer Gilbert, Lisa Sheppard, Tim Sloth, Ashley Tewksbury and Suzanne Gage.

Jim Goshorn suggested speaking to Warren Township about the popularity of their Frisbee golf course and then consider adding that amenity at Hunt Club Park in the woods.

The Board reviewed a new 4-page annual report to the community that has been prepared. It will be sent as an insert to the spring brochure. Jennifer Gilbert, Brenda Sorensen and Tim Sloth worked on the document. Jennifer Gilbert commented that many municipalities and schools are cutting back on their newsletters for budgetary reasons and trying to send items electronically. By including this piece in the brochure, the park district is saving money on postage as well as the savings that comes with printing large volumes.

The Director announced that the Park District received accreditation and a score of 99.2% on the PDRMA loss control review. She thanked Jeff and Jack Lepper as well as the Safety committee.

ACTION ITEMS

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

A motion was made by Donna Kolar to approve the affiliate agreement with Northern Illinois Hoopers Youth Basketball Club as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock, Kolar, and Goshorn. Nays: none. Absent: Johnson. Motion carried.

A motion was made by Jim Goshorn to approve carnival rides in Viking Park north parking lot for Gurnee Days 2010 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 Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, and Goshorn. Nays: none. Absent: Johnson. Motion carried.

In other business the Director noted:

- The Park District is applying for the NRPA Gold Medal Award. The application is due March 5 and finalists will be notified April 19.
- Warren High School has renewed its mowing commitment with the Park District after going out for bids.
- Gurnee Days 2010 honoree nominations are now being accepted.
- A request for a 3-day rental of the band shell and summer kitchen at Viking Park was discussed. Exact dates have not been determined. The Board suggested that the requesting company make a presentation at a future board meeting.

A motion was made by Vicki Paddock to enter executive session at 8:45 p.m. to discuss:

- A. 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.
- B. Semi Annual Review of Executive Session Minutes

Motion was seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, and Goshorn. Nays: none. Absent: Johnson. Motion carried. Susie Kuruvilla and Suzanne Gage were authorized to attend the closed session.

A motion was made by Donna Kolar to return to open session at 9:40 p.m. Motion seconded by Vicki Paddock. On voice vote, all voted aye.

A motion was made by Donna Kolar to release executive session minutes dated 4/20/99, 11/19/02 and 8/18/09. Motion seconded by Jim Goshorn. On voice vote, all voted aye.

A motion to adjourn was made by Vicki Paddock and seconded by Jim Goshorn. On voice vote, all voted aye. The meeting adjourned at 9:40 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary