

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
March 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, Russ Johnson 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; 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 February 16, 2010 as presented was made by Vicki Paddock and seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to accept the executive session meeting minutes of February 16, 2010 as presented was made by Russ Johnson and seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to approve the vouchers list dated 3/10/10 in the amount of \$394,692.66 and the supplemental vouchers list dated 3/16/10 in the amount of \$51,150.54 was made by Jim Goshorn and seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

The financial and treasurer's reports were reviewed. Comment was made that the financial report is right on target.

The President asked if there were any visitors' comments. None were offered.

President Baker opened the public hearing on the proposed 2010 Master Plan. The Director thanked the audience members for attending the hearing and she thanked the staff for all of the time and effort that has been put into the plan. She noted that staff decided to create the new master plan in house, in order to save money. Using a PowerPoint presentation, the Director summarized the Master Plan document, including the history, the process that was used, the findings and the conclusions. She gave a background on the 1998 master plan and what has been accomplished in the last 10 years. She recognized the staff committee that worked on the plan. Committee members are Jeff Reinhard, Lisa Sheppard, Tim Sloth, Jennifer Gilbert, Ashley Tewksbury and Suzanne Gage. This master plan addresses the need to replace playgrounds as they age and to maintain the infrastructure that we have at a high level of excellence. While the District meets the overall NRPA standard of 10 acres per 1,000 population, when its broken down, the Park District does not meet the standard for community park acreage. If opportunities arise and funding would be available, the District would explore future land acquisitions in planning areas where there is a deficiency.

The President asked for audience comments or questions.

Resident Michelle Klemz, 744 Strawberry Fields, Gurnee – asked if the District is addressing the needs of changing demographics as children grow up. Jeff Reinhard responded that the District has added three skate parks. Playgrounds are meant for those from 2 to 12 years old but as neighborhoods mature, grandchildren use the playgrounds also. Russ Johnson commented that older children are served more through recreational programming than parks. Michelle said she uses Timberwoods Park and finds that the older kids don't use the park, even though they will go there. Lisa Sheppard said that Vineyard Park addressed this with the addition of a basketball court and baseball backstop. Donna Kolar noted that the Board is always open to ideas that residents may have. Teenagers had approached the Park Board for the skate parks that we now have.

TribLocal reporter Blair Chavis asked why the first year of the 10-year capital improvements plan is “financially top heavy”. Jeff Reinhard explained that two community parks and one neighborhood park are being renovated this year plus the District is building Village Park. Village Park has been undeveloped for 30 years and the District is finally able to move forward with construction of a playground since access to the land was acquired through a new developer in that area.

Resident Karen Thorstenson, 5559 Chapel Hill, Gurnee – commented that many people will drive to a new park so she is glad we are adding new features to parks. President Baker said that the new interactive map on the website will encourage people to try new parks. Karen also questioned if there are any acquisition opportunities and if there are any sought after services beyond parks that the community would get more out of if we had more buildings? Director Kuruvilla stated that there is always need for more fields. In terms of buildings, the District is in better shape since the addition of Hunt Club Park Community Center. There is not a large waiting list in any program area but still a good demand for example, in preschool and dance. She said we do receive inquiries from groups wanting fields for cricket, lacrosse, and football that we’ve had to turn down so the District is keeping the opportunities for acquisition open. Overall, more fields would be helpful for the community.

Beatriz Werner, 515 Cole Court, Gurnee – stated that their family spends a lot of time at Betty Russell Park even though they do not live close by. They enjoy the ice skating rink and warming shelter. She suggested construction of other warming shelters at community parks. Their family uses O’Plaine Park for sledding and it would be nice to have a warming shelter at that location. She would like to see a bigger hill created at O’Plaine Park for sledding. Jeff Reinhard noted that there is a sledding hill as well as ice skating at Christine Thompson Park, though there is no warming shelter there.

Former Park Commissioner Charlie Williams complimented the plan and commented that the priorities in the master plan are correct as to maintaining what the Park District has and to take advantage of any opportunities that come along to expand on holdings. He feels it is the right direction to get information out so that people know what is available and get out and enjoy it.

Karen Thorstenson asked if there lease costs impacting our budget. Susie said there is a potential opportunity to expand usage of the indoor pool at SEDOL.

Reporter Blair Chavis asked how a new acquisition would be paid for. President Baker stated that the Park District has no specific land acquisitions in mind. State matching grants could potentially assist if there was an opportunity to acquire more land.

The public hearing on the master plan ended at 8 p.m.

Jeff Reinhard presented the Parks Department report. He presented two different concept plans for the Hunt Club Park restroom facility. Both options include a storage area for sports equipment and camp materials. The building is midway between the soccer fields and the neighborhood playground. In preparation for construction, brush in the woods has been cleared. The Board will take action on the final plan next month and then go out to bid.

Jeff also stated that Southridge Park playground equipment has been delivered. Staff will begin removing the old equipment next week. ADA surfacing will be installed on the new playground and bid documents have just been released. There will be a poured-in-place surface under the playground equipment and an “astroturf-type” surface under the swings. The bid results will be brought to the Board next month.

Lisa Sheppard summarized the Recreation Department report. Spring program registration began on March 15 and basketball ended last week. Soccer coaches meetings will begin at the end of March. Staff is also preparing for the summer aquatic season. The aquatic center is being marketed in the community center currently. Lisa noted the many spring special events that are coming up. She also announced that summer employment

applications are no longer being accepted. The staff retention rate is very high so there were not many openings to fill.

Lisa introduced board members from the Warren Area Lacrosse Association, President Ray Weinstock and Treasurer Carl Hauser. The Association is requesting renewal of their affiliation with the Park District. Lisa reported that the affiliation had proven to be very successful as the sport grows in awareness and participation. Matthew Vanderkamp is the staff liaison to the association. This will be their second year of affiliation. Lisa stated that the group may use the field at University Park this year. Ray thanked the Park Board for working with them. Lacrosse is experiencing a lot of growth, from 28 kids to 200 in three years. Lisa said its one of the fastest growing sports in our area.

A motion was made by Jim Goshorn to approve the affiliate agreement with Warren Area Lacrosse Association as presented. Motion was seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

Lisa then introduced Jessica Hassemer, Vice President of the Blue Devil Swim Club board. The club is requesting renewal of their Affiliate Agreement. Lisa said that Aquatic Manager Scott Crowe is the liaison with the Club and they have been great to work with. They are still keeping the recreational component of the club which is important to the Park District. Jessica stated that they like having Scott on the board because he is very professional, has an impartial view and a lot of knowledge. They have 140 swimmers, which is their maximum. The club placed 25th at State so their season was very successful. She noted that the WTHS pool will be closed June 1-August 1 to address ventilation issues. Jessica said that the Club appreciates the use of HCPAC.

A motion was made by Donna Kolar to approve the affiliate agreement with the Blue Devil Swim Club as presented. Motion was seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

Superintendent of Business Tim Sloth presented his report. He stated that first day registration was 1,271 versus 1,199 on the first day last year and that 84% registered on line.

Marketing/Public Relations Manager Jennifer Gilbert discussed her report. A postcard regarding HCPAC season passes is going out on March 20 to a broader area – Gurnee, Wadsworth, Lake Villa, Lindenhurst, Grayslake, etc. for the same cost as just saturating Gurnee previously. Staff is also mailing a postcard to parents promoting fall preschool registration to generate awareness. Jennifer held a Social media training last week for twelve staff members using an outside speaker. The objective was to learn more about the benefits of social media. Approximately 30 Illinois park districts are using Facebook at this time. Jennifer noted that the first draft of a new sponsorship policy was created this month and will be presented to the Board at the next meeting. An interactive map has been launched on the web and is being ‘tweaked’. By clicking on a map point, the patron can see what features are available at that park as well as photos of the park.

Director Kuruvilla discussed her monthly report. She noted that staff is working with consultant Doug Gotham on the Village Park conceptual plan. \$300,000 has been budgeted for park development but it may not be sufficient since two bridges need to be constructed. Additional money can be taken from the capital development fund. Those funds can be replaced once another planned development occurs in the future.

There have been many changes in ADA requirements since GPD prepared its ADA plan in the 1990s. The transition plan will be done in-house, however an ADA assessment plan will be done by a professional. An RFP has been prepared and the proposals will be brought to the next Board meeting. The Park District intends to complete the assessment by July 30. Projects will be prioritized and ADA funds will be used over several years.

The Director discussed the preliminary budget as prepared by Supt. of Business Tim Sloth and staff. Susie noted that it is a balanced budget once again and the District is not using fund balances for operational purposes. The

total proposed budget is \$12,431,470, of which \$1,448,760 is in capital projects funds and \$1,368,600 is in debt service funds. The total operating funds budget is \$9,614,110, which is 1% higher than last year. The CPI of .1% affects this budget and property taxes have been budgeted with minimal increase. Goal is to provide the same service to the community at the same level or better. \$835,000 is budgeted to be transferred from corporate and recreation funds this year based on where we would end this current fiscal year. \$250,000 for the Hunt Club restroom facility will come from the capital replacement fund. Susie felt it is a very realistic budget and she is optimistic that we can work within it. She complimented Tim Sloth, Lisa Sheppard and the Recreation team, Jeff Reinhard and Jennifer Gilbert for their work on the budget.

Tim Sloth reviewed specific budget numbers and then offered to meet with each Board member to review line items in detail. The final budget will be approved in April. The budget and appropriation ordinance will be approved in May.

The Director noted that Arbor Day on April 30th will be held at Chittenden Park with our preschoolers planting trees. She invited Board members to attend the event and read to the children.

ACTION ITEMS

The Director noted that staff has worked on fiscal year 10/11 goals for the last few months. The 12-month update of current goals will be brought to the Board in May. A motion was made by Vicki Paddock to approve the fiscal year 10/11 goals and objectives as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

The Director discussed the apparel bids that were opened on March 12. Three bids were received. Susie noted that it is common practice for the Park District to request references when staff is unfamiliar with bidders so that they can check bidder's qualifications to perform the contract. The lowest bidder is Schneider Group, Inc. from Genoa City, Wisconsin, at a bid amount of \$95,812.14. Staff investigated the bidder's references and based on the references presented by the bidder, found that the lowest bidder does not have the track record of providing similar orders as the Gurnee Park District requires. As a result, staff recommends that the Board find that the bid presented by Schneider Group is not a responsible bid and should be rejected.

A motion was made by Vicki Paddock finding that the bid from Schneider Group, Inc., Genoa City, Wisconsin, for Gurnee Park District apparel, is not a responsible bid for the reasons described in the staff report dated March 16, 2010. Motion was seconded by Donna Kolar. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Jim Goshorn to accept the lowest responsible bid from American Outfitters, Waukegan, IL for Gurnee Park District apparel including: shirts, hats and backpacks in the amount of \$112,111.55. Motion was seconded by Russ Johnson. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson and Goshorn. Nays: none. Absent: none. Motion carried.

In other business the Director noted:

- There will be a Teen Battle of the Bands this summer as a fundraiser for Relay for Life. HCHY will co-sponsor the event with the Park District. Lisa Sheppard shared the details with the Board.
- GPD will have a Relay for Life team this year. Fundraising will be done by the team, not individually. The Director encouraged Board members to participate.
- She noted that TV commercials will begin in April on certain Comcast stations. Each will cost about \$6.50 and only be seen in the Gurnee zone.

A motion was made by Vicki Paddock to enter executive session at 8:48 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. 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.

Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock, Kolar, Johnson 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 Donna Kolar to return to open session at 9:10 p.m. Motion seconded by Russ Johnson. 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 9:10 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary