

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
April 20, 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 the roll was called. Commissioners present: Libby Baker, Vicki Paddock, and Jim Goshorn. Commissioners absent: Russ Johnson and Donna Kolar. 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; Jack Lepper, Safety Specialist; Ashley Tewksbury, Landscape team member; Scott Crowe, Aquatics Manager; and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

A motion to accept the regular meeting minutes of March 16, 2010 as presented was made by Jim Goshorn and seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

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

The vouchers list was reviewed and President Baker made note of an error. The door repair at Hunt Club entrance was coded to the wrong account. This has been corrected. A motion to approve the vouchers list dated 4/14/10 in the amount of \$595,149.42 as corrected and the supplemental vouchers list dated 4/20/10 in the amount of \$167,617.13 was made by Jim Goshorn and seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

The financial and treasurer's reports were reviewed. The Director noted that the District is good shape as we close the fiscal year.

The Director introduced Dane Mall, PDRMA Risk Management Services Manager. The Park District is receiving three awards. Two have been received in the past, namely, the accreditation plaque and the "level A" award. However, she said she is extremely proud because we received a third award for achieving the highest score (99.92%) among the 61 members who went through the loss control review last year. She commended Jack Lepper, the District's safety specialist, for coordinating the review and working with PDRMA so effectively. Mr. Mall spoke and said that PDRMA is 153 members strong. Normally about 30 agencies go through the review yearly. This year 60 members went through the process which makes the achievement much more impressive. Dane said that Risk Management Consultant Gerrit Prince, who has worked with the staff, "saw this coming because of the fine tuning that has occurred in recent years". He noted that the loss control review is very comprehensive and it says a lot when you achieve this level. Dane congratulated everyone at the Park District for this achievement.

President Baker announced that the Park District has earned the Ellis & Associates Platinum International Safety Award. This award represents the highest accomplishment that an organization can earn in their aquatics program and represents the top 10% of all E&A clients around the world. The Director credited Aquatics Manager Scott Crowe and his team. She said he does an outstanding job training these young staff members and she is very proud of all the efforts. The President presented the award plaque to Scott and he received a round of applause from the Board and audience. Libby also noted that the news accounts surrounding the award give parents a secure feeling about using our aquatic facilities.

Visitors' comments – Residents Jeremy Morales and Michael Ohlinger spoke on behalf of skateboarders who use the Viking Park Skate Park. Jeremy stated that it is great that the Park District built the park but the park is very small and people are getting injured because of the lack of room. It has also become a hangout area. He said that

on an average day, about 20 skaters use the park and they also bring their friends. He feels that skateboarding will become even more popular in Gurnee as time goes on. He asked what steps they need to take as to possible options for more room or another skate park. He said that the Warren Township skate park is nice but kids who live in this area can't get there. President Baker said that coming to the meeting is an important first step. The Board and staff need to talk about it. Susie said that the District would definitely take the comments into consideration and though something cannot be done right away, staff will discuss with the Board what the options are. They asked if they needed a petition but were told that would not be necessary. Jeremy also stated that "if and when this goes forward, the skaters want to be involved in the design". Libby said their ideas are welcome and if and when this moves forward, staff will get back in touch with them so that they are part of it. Commissioner Paddock noted that they made the important first step in making the Board aware of the problem. Jeff Reinhard noted that this skate park does not get vandalized; the skaters are taking care of it. The Director and Supt. of Parks will look at the options and see what can be done. She will then come to the Board with ideas at the next meeting. Libby asked that staff follow up with a letter thanking them for coming to the meeting and Commissioner Goshorn suggested helping them understand the process and how long it might take.

Jeff Reinhard presented the Parks Department report. He stated that they removed the old equipment at Southridge Park playground and installed the first piece of new equipment. The weather has cooperated. The other current project is the Chittenden berm project. It is being graded and it will be seeded with perennials. Two river birch trees will be planted in this park on Arbor Day.

Lisa Sheppard summarized the Recreation Department report. Lisa noted that the Board is being asked to renew the affiliate agreement with Warren United Soccer. She introduced Club President Ken Carrano. Lisa said the affiliation is going very well. They hosted a successful three-on-three soccer tournament this year at Gurnee Days and they have done fundraising for their group. Lisa feels that this has been a good partnership. Ken said he is pleased to be a partner with the Park District and they appreciate the work done by the staff. They have approximately 250 children in the program with the goal to train kids in the Gurnee area in a higher level of soccer, presumably so they can compete in high school. They are a 501(c)3 corporation. He said they appreciate what the Park District has done for the organization and he hopes to be able to grow the relationship in the future to benefit both the competitive and recreational soccer programs. President Baker thanked Ken for attending and wished him well in his new position as President.

A motion was made by Jim Goshorn to approve the Affiliate Agreement with Warren United Soccer as presented. Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

Lisa Sheppard presented the request for affiliation with Warren Wave. She stated that the Wave is the competitive part of Warren girls softball. Wave is about 5-6 years old now. The township did not have space for them to practice so last year they rented Christine Thompson Park at a cost of \$40/week. It has been a positive arrangement. They meet all the requirements of affiliation. Lisa recommended approval of the agreement.

A motion was made by Vicki Paddock to approve the Affiliate Agreement with Warren Wave as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

Lisa noted that the Arbor Day event is April 30 at 10:30 and 1:30. Board members were invited to come and read a story to the preschoolers. She noted that the Family Fun Day special event doubled attendance this year. It was a phenomenal event with great teamwork between departments. The Park District hosted the Woodland Wishes fundraiser event on Saturday, April 18. It was very successful and fosters the good relationship shared between the School District and Park District. Sue McDougale is serving on the foundation board this year. The foundation was very appreciative of the Park District staff who volunteered to help with the event.

Spring soccer is underway with 802 players; however the high school league did not meet minimum numbers. It will be offered again in the fall. There is still good participation at the fitness center even though the weather has warmed. Spin classes will be offered beginning in May. Lisa also noted that fitness supervisor Amber Patton has received her CPRP certification.

Superintendent of Business Tim Sloth presented his report. Tim highlighted line item changes made to the budget since the preliminary budget was presented last month. He also gave an update on aquatic center season passes. Revenue is down 5.1% on sales of \$261,000. There have been 1272 applications so far this year. Last year there were 1,358. Jennifer Gilbert stated that another e-blast will go out prior to the April 30 early bird deadline to anyone who hasn't renewed from last year. The Park District has received the GFOA award for the 12th time. The Board congratulated Tim and the business team.

Marketing/Public Relations Manager Jennifer Gilbert discussed her report. She played the TV commercial that promotes the aquatic center which has been airing on Comcast stations. Jim Goshorn stated that it is a real milestone for the Park District. A preschool postcard was sent out to re-introduce the preschool to the general Gurnee area and promote extended day options. It generated quite a few calls. She noted that the new park locations maps are being installed at both community centers. The social media committee hopes to launch Facebook and Twitter pages as an extension of our face to face relationships this June.

Director Kuruvilla discussed her monthly report. She commended Tim for continuing the tradition of getting the GFOA award. Vicki Zika, JoEllen Roebuck and Kim McCormack worked together with Tim to achieve the award.

She announced that Standard & Poor has upgraded the GPD bond rating from AA- to AA+ due to our stable financial outlook. She congratulated the whole team who stick to their budgets and 'makes things happen'.

The Director informed the board that a developer plans to build a senior assisted living facility in east Gurnee on the south side of Grand Avenue and they have asked for a discount on their impact fee. A 40% discount was given to a similar type facility in 2000. This facility differs in that it will be totally subsidized by taxes and the residents will be on Medicaid. After consulting the Village, staff feels they will not have much of an impact on the Park District. The Director recommends a 60% discount which would be a \$68,000 cash donation.

The Director stated that staff is working on the design of the Village Park playground and waiting for the developer to begin his construction project. A depiction of the playground piece was shown to the Board. The developer has not closed on the property but when they do, the donation agreement will be recorded with Lake County.

The Director stated that SEDOL has agreed to the suggested terms of the lease of Laremont pool. Staff is now working out the finer details of the agreement including signage, office and storage space. The inspection of the pool went well. A three to five year agreement is being suggested. Staff plans to offer additional programming this fall.

ACTION ITEMS

The Director discussed the master plan and complimented the Master plan committee, made up of Jeff Reinhard, Lisa Sheppard, Tim Sloth, Jennifer Gilbert, Ashley Tewksbury, Suzanne Gage and Susie. Staff feels a real ownership of the plan since it was completed in-house. Landscape team member Ashley Tewksbury described mapping out the various park planning areas, street by street. A motion was made by Vicki Paddock to approve the 2010 Master Plan as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

Susie noted that the total budget is \$12,712,467, of which \$1,548,760 is in capital projects funds and \$1,368,600 is in debt service funds. It is a balanced budget and we received the tax extension last week. For the first time since 1968, the EAV dropped by 2% because property values are going down. The tax cap formula ensures that the District receives at least the same amount of taxes as the previous year. The Park District budgeted very conservatively, knowing this would occur. The low increase in EAV contributes to a slight increase in the tax rate. The 2008 rate was .356 and the 2009 rate is .364.

A motion was made by Vicki Paddock to approve the fiscal year 2010/2011 budget as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

A motion was made by Jim Goshorn to accept the fiscal year 2010/2011 budget and appropriation ordinance in tentative form and publish notice of a public hearing to be held on May 18, 2010 at 6:45 p.m. at Viking Park prior to the regular Board meeting. Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

The Board reviewed the proposed changes and additions to the personnel policy manual:

- 7.07 Telephone and Cellular Telephone Usage and GPD Technology
- 7.13 Attendance, Punctuality & Dependability
- 7.18 Travel and Vehicle use
- 7.20 Blogging and Social Media

New policies are distributed by email to all staff and also communicated through staff meetings. A motion was made by Vicki Paddock to approve the modifications to the Personnel Policy Manual as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

The Director referred to the Hunt Club restroom facility plans that were presented last month. The plan has not been changed and she asked for the Board's approval so that it can move forward. A motion was made by Vicki Paddock to approve the Hunt Club Park Restroom Facility plans as presented. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

Jeff discussed the bid for poured-in-place surfacing and the reasons why he recommends rejecting the low bid. The product did not meet the warranty specification and also the product color choices were unacceptable. A motion was made by Vicki Paddock to find that the bid from Dura Play, Inc., Wimberley, Texas for poured-in-place surfacing for Southridge Park is not a responsible bid for the reasons described in the staff report dated 4/20/10. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

The second lowest bidder, Elanar Construction, will give a 10-year warranty. A motion was made by Jim Goshorn to approve the lowest responsible bid from Elanar Construction, Glenview IL, for poured-in-place surfacing for Southridge Park in the amount of \$30,066.90. Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

A motion was made by Vicki Paddock to approve the lowest responsible bid from Perfect Turf, Schaumburg, IL for synthetic turf surfacing for Southridge Park in the amount of \$32,752. Motion was seconded by Jim Goshorn. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

A motion was made by Jim Goshorn to accept the proposal from Thompson Dyke & Associates, LTD, to conduct an ADA assessment at all Gurnee Park District facilities and parks at a cost of \$16,173. Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and

Johnson. Motion carried. Susie noted that the cost of the assessment was so reasonable that we may have this company create the ADA transition plan as well.

A motion was made by Jim Goshorn to accept the copier lease with IKON for five years at a cost of \$1,886 per month. Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Paddock and Goshorn. Nays: none. Absent: Kolar and Johnson. Motion carried.

In other business, the Director noted that we have not heard anything regarding our NRPA Gold Medal award application but unofficially heard that they extended the notification date to April 27.

A motion was made by Vicki Paddock to enter executive session at 9:10 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.

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

A motion was made by Vicki Paddock to return to open session at 9:55 p.m. 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 9:55 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary