

Regular and Annual Meeting Minutes of the
Gurnee Park District Board of Commissioners
May 17, 2011

President Baker called the meeting to order at 6:50p.m. and led the Pledge of Allegiance.

Secretary Jim Goshorn administered the oath of office to Commissioner Michelle Klemz, who has been elected to a new 4-year term and to newly-elected Commissioner Gerry Crews.

President Baker asked for a roll call. Commissioners present: Libby Baker, Vicki Paddock, Gerry Crews, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation; Mike Szpylman, Supt. of Business; and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

The Park Board selected Libby Baker as president pro tem in order to conduct election of officers.

A motion was made by Vicki Paddock to elect Libby Baker as President for a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

A motion was made by Jim Goshorn to elect Vicki Paddock as vice president for a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

A motion was made by Michelle Klemz to elect Jim Goshorn as secretary for a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

A motion to appoint Mike Szpylman as treasurer was made by Vicki Paddock and seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

A motion to appoint the firm of Lauterbach & Amen LLP as Park District auditors was made by Michelle Klemz and seconded by Jim Goshorn. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

A motion to appoint Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer P.C. as Park District attorneys was made by Jim Goshorn and seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

A motion was made by Michelle Klemz to approve the annual Park Board meeting schedule as presented. Motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

A motion to approve the vouchers list dated 5/11/11 in the amount of \$352,315.31 and the supplemental vouchers list dated 5/17/11 in the amount of \$20,607.53 was made by Jim Goshorn and seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nay: none. Absent: none. Motion passed.

The financial and treasurer's reports were reviewed. 96% of revenue budgeted in the Recreation Fund was met this last fiscal year. In comparison to the previous year, program revenue increased 8% in FY 10/11, which was exceptional. The Director clarified the Park District investment policy for Commissioner Crews.

There were no visitor comments.

Jeff Reinhard discussed the Parks Department report. Commissioners commented on how beautiful the plantings look at Viking Park, especially the front sign and the tulips around the flagpole. Jeff stated that the pool has been filled. The weather was too cold to paint the pool this spring. It will be painted in the fall. The waterslide repairs that were necessary due to vandalism were completed today. The perpetrators were apprehended and are paying for the repairs not covered by insurance. Plantings at the aquatic center will be completed between Memorial Day and the June 4 weekend.

Staff has begun removing the Columbia Cascade playground equipment at Betty Russell playground. The Kompan piece will be removed and donated to Continental Village Homeowners Association once an agreement is finalized. The new playground equipment is on order. Underground work must be completed in the meantime. The playground will be closed very soon. Synthetic turf and poured-in-place bids were received and will be voted on tonight.

He also noted that Kelly Petersen has been promoted to Maintenance Operations Supervisor. She will handle the custodial crews as well as the sports field team. Commissioner Goshorn asked for an update on Village Park. We are still awaiting the permit from Lake County Stormwater Management Commission. Our architect will be sending additional information to the Commission this week.

Lisa Sheppard reviewed the Recreation Department report. She highlighted many of the activities and events going on currently. Preschool will be ending and end of year activities are occurring in the next week. Camp registration is going well. Aquatic staff training began this week. There will be a younger aquatic management team this year although they have been employees for 7-8 years. SEDOL is doing construction in the area of Gages Lake pool so it will be closed for approximately one month. WTHS pool will be closed all summer. Spring soccer has been challenging due to the weather. T-ball and fall soccer registration is already starting. Commissioner Klemz asked about fall soccer registration occurring so early. The staff is working out a way to delay registration for fall soccer. The annual Dance Recital is Sunday, May 22. Camp site directors begin training right after Memorial Day weekend. The fitness center is busy with college students who have come home for the summer. All-staff training for seasonal employees will occur on June 3. The quarterly volunteer report was also reviewed. We continue to utilize volunteers in all of our programs.

Mike Szpylman presented the Business Department report. The final part of the budget process will be to submit it to GFOA. Aquatic center season pass numbers are coming in on budget. The auditors have been out for preliminary field work. The business team is getting the technology in place for the aquatic center. The finance team will be training the aquatic managers on the business processes they need to know. Business team members received self-defense training at their staff meeting recently. The proposed network connectivity upgrade was discussed.

Jennifer Gilbert was out of town but her Marketing report was reviewed. President Baker wondered if her children's school was distributing the materials that the Park District provides. As an example, she had not seen the special events brochure. The Director will inform Jennifer.

Director Kuruvilla presented her report. She noted that the budget year ended successfully. Our financial success is because of how we put our budget together and how we follow it. She reviewed budget worksheets that were prepared for the board's information. The GFOA-formatted budget will be put on the website.

In preparation for the new Strategic Plan, Ron Vine of Leisure Vision will attend the June board meeting at 5:45pm to discuss the community-wide survey document. His purpose is to find out what issues the Board wants the community's feedback on. Mr. Vine will also attend the executive steering committee meeting the following day.

Scholarship program guidelines were updated based on the Board's feedback at the April meeting.

The final update of fiscal year 10/11 Goals and Objectives was reviewed. The PARC grant application that was submitted for Vineyard Park funding was discussed. A decision may be made in July. It is a grant that uses

stimulus money from the Federal government and the State distributes the money. The State may wait until the budget passes to determine the grant recipients. The Director stated that, the Park District should not delay the project. It is planned for this fall.

The Board discussed alternate dates for the self-evaluation with Peter Murphy, the Illinois Association of Park Districts CEO, beginning with the week of August 22.

The Director discussed the recent Warren Special Recreation Association Board meeting. Because of the drop in their revenue, the Park District will reimburse WSRA for the cost of inclusion aides that they provide for special needs participants who choose to enroll in GPD programs.

ACTION ITEMS

A motion was made by Vicki Paddock to approve the Budget & Appropriation Ordinance #11/12-1 as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to approve the Gurnee Park District annual calendar for the fiscal year 2011/2012 as presented. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve the lowest responsible bid from Reese Recreation Products, Arlington Heights, IL in the amount of \$30,873.00 for poured-in-place surfacing at Betty Russell Park. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the lowest responsible bid from Perfect Turf, LLC, Elk Grove Village, IL in the amount of \$22,520.00 for synthetic turf surfacing at Betty Russell Park. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to set Wednesday, July 27 at 6 p.m. as the date for a park tour and publish it as a meeting. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Jim Goshorn to approve moving forward with establishing a fiber connection between Hunt Club and Viking Community Centers at a construction cost of \$29,148.53 and ongoing monthly cost of \$1,573. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

In other business, the Director noted:

- District 56 Ground breaking will be held June 7 at 5:30 pm.
- NRPA Congress will be held in Atlanta – November 1 to 3.

A motion was made by Jim Goshorn to enter executive session at 8:20 p.m. to discuss 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. 5ILCS 120/2(c)(5)

Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried. Susie Kuruvilla, Jeff Reinhard, Lisa Sheppard, Mike Szpylman and Suzanne Gage were authorized to attend the closed session.

A motion was made by Michelle Klemz to return to open session at 8:40 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 8:40 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary