

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
July 19, 2011

President Baker called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. The President 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; Jennifer Gilbert, Marketing & Public Relations Manager, Charlie Williams, strategic plan facilitator; and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

A motion was made by Vicki Paddock to accept the special meeting minutes of June 21, 2011 with correction to page three showing that the next board meeting will be held July 19, rather than July 21. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion to accept the regular meeting minutes of June 21, 2011 as presented was made by Michelle Klemz and seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion to approve the vouchers list dated 7/13/11 in the amount of \$885,389.18 and the supplemental vouchers list dated 7/19/11 in the amount of \$98,944.83 was made by Vicki Paddock and seconded by Jim Goshorn. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

The financial and treasurer's reports were reviewed. Comment was made that aquatic center revenue is slightly higher than last year. Attendance is comparable to last year. Season pass sales are slightly higher than last year and daily revenue is higher. Commissioner Crews asked if the local beaches affect aquatic center sales. The Director does not think that is the case.

There were no visitor comments.

Jeff Reinhard discussed the Parks Department report. Staff has decided to follow the Village's lead and will implement Emerald ash borer treatments every other year. 50 trees will be treated this year and 50 next year. The treatment is meant to protect trees before there is any noticeable problem. The Parks Department will keep records of the trees being treated.

Since the storm on July 11, staff has been removing or trimming many trees throughout the District. There was also damage to several umbrellas at the aquatic center but there was no damage to the shade kites. PDRMA was notified of damage that occurred and a claim will be sent to them. All staff was complimented for their actions dealing with the aftermath of the storm.

Betty Russell Park playground construction is moving along. Synthetic turf will be installed next week. At Village Park, the playground equipment is in and concrete curbing is being installed next. Surfacing will be installed after Gurnee Days weekend. There have not been any issues with access to the site.

Lisa Sheppard reviewed items in the Recreation Department report. Camps are doing great. The campers' annual Lip Sync show is moving to Intermediate School tomorrow because of the heat. Survivor camp and family camp will take place this weekend.

Lisa also noted that lifeguards are doing a great job at the aquatic center. August 10 is the cardboard regatta at HCPAC. Gages Lake pool lessons were delayed due to the power outage and SEDOL's construction. She explained how campers were accommodated on the day of the outage and the days afterward. Most people were very understanding of the problems due to this natural disaster.

Mike Szpylman highlighted items in the Business Department report. Daniel from Excalibur helped staff get on line using generators in order to do some critical computer work on Tuesday. The audit is almost complete and will be brought to the August board meeting. Transfer of funds to the capital replacement fund can take place now that the audit is completed. IT system plan phase I is ready and awaiting approval. Conversion of servers to virtual technology will be handled by Excalibur. Equipment will be ordered from Hewlett Packard through State bid. An RFP for recreation software (phase II) will be sent to the vendors this week. Staff will view vendor demos and then do site visits to park districts that are using the software. Mike hopes to have a recommendation by the September meeting.

Jennifer Gilbert reviewed the Marketing report and described the innovative methods used in order to communicate during the power outage. Facebook proved to be a valuable way to get information out. She also reviewed key statistics on the new website as provided by Google Analytics.

Director Kuruvilla presented her report. She was very impressed with how everyone handled the storm; every area did a tremendous job. Susie stated that we are right on target with the Strategic plan process. Focus groups have been held and the final survey draft is being presented at this meeting. The survey will be completed and a presentation will occur at the September board meeting. The meeting will begin at 6pm with Ron Vine making a presentation.

Strategic Plan Facilitator Charlie Williams presented information on the four focus groups and eleven interviews with key community members. Themes and observations were presented from this qualitative information for board consideration. Charlie also discussed implications of this information for the community survey.

The board discussed the draft of the community survey as presented. There was some concern whether we will get enough new information from this survey. The facilitator's advice is to use the survey as it is and afterward decide what areas to focus on rather than asking the community very specific questions that the District is not prepared to move forward on. Commissioner Goshorn suggested a change to question 13 to say: "Which four of the programs from the list in Question #12 are most important to your household irrespective of where you participate in that program". The Director will follow up with Ron Vine about this suggestion and let the board know. The idea of an open-ended question was discussed but was decided against. Commissioner Goshorn also suggested changing question #19's choice of construction to say "Construction of new indoor and/or outdoor facilities". Commissioner Klemz noted errors: Question #8 change the wording to "which Organization listed in Question #7" and in question #11, the parenthesis should omit "and number". President Baker suggested that the next time we go through this process; another step should be added so that the draft survey is thoroughly discussed directly with Ron Vine.

Jeff Reinhard presented a conceptual plan for replacement of the Vineyard Park playground. He stated that the playground will be ADA accessible and includes both tot features and a 5-12 play unit designed by Little Tikes. It really is in need of replacement and if we move quickly, equipment would be ordered and installed by Thanksgiving. As soon as Betty Russell playground is complete, the staff could be shifted over to Vineyard. Money is already budgeted for the replacement.

Construction at Village Park was discussed; it is quickly being completed. A ribbon-cutting ceremony is planned for August 27.

The Park tour is scheduled for July 27 to include Ravinia, Betty Russell, Vineyard, Village and Hunt Club Parks.

Gurnee Days preparations were discussed. A float committee is at work with the theme "Medieval Knights". The board suggested somehow incorporating the Gold Medal.

#### ACTION ITEMS

A motion was made by Gerry Crews to accept the lowest responsible bid from Maneval Construction Co., Inc., Grayslake, IL for asphalt surfacing at Betty Russell Park and Hunt Club Park at a total cost of \$113,000 with

undercuts as needed at \$72 per cubic yard. 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 fund transfer of \$260,000 from the Corporate fund and \$180,000 from the Recreation fund to the Capital Replacement/Development Fund. 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 Jim Goshorn to approve the Vineyard Park playground plans as presented. Motion seconded by Gerry Crews. 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 implementation of I.T. System Plan phase I as presented at a total cost of \$97,250.87. Motion seconded by Vicki Paddock. 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 community survey questionnaire as presented with the changes suggested by the Board. 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 Jim Goshorn to enter executive session at 9:20 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 Vicki Paddock. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried. Susie Kuruvilla and Suzanne Gage were authorized to attend the closed session.

A motion was made by Jim Goshorn to return to open session at 9:41 p.m. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

Under other business:

- The Board was reminded that the Self-evaluation questionnaire is due at IAPD by 8/12
- Michelle Klemz said that she will miss the August 16 board meeting because of vacation
- The Intergovernmental picnic will be held at Warren Township on September 15
- Village Park name change – After some consideration, the Director recommends keeping the name. The Board concurred.

A motion to adjourn was made by Gerry Crews and seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 9:50 p.m.

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Libby A. Baker, President

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James G. Goshorn, Secretary