

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
August 16, 2011

Vice President Paddock called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. The Vice President asked for a roll call. Commissioners present: Libby Baker, Vicki Paddock, Michelle Klemz, Gerry Crews, 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, and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

A motion to accept the regular meeting minutes of July 19, 2011 as presented was made by Jim Goshorn and seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Paddock, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion carried.

A motion to accept the executive session minutes of July 19, 2011 was made by Gerry Crews and seconded by Jim Goshorn. Roll call vote taken. Ayes: Crews, Paddock, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion carried.

Mike Szpylman and Susie Kuruvilla answered board members' questions on various vouchers. A motion to approve the vouchers list dated 8/11/11 in the amount of \$817,863.82 and the supplemental vouchers list dated 8/16/11 in the amount of \$88,282.33 was made by Jim Goshorn and seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Paddock, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion carried.

The financial and treasurer's reports were reviewed. The Director noted that we are three months into the year and on budget. Mike Szpylman stated that all CD investments are FDIC-insured in answer to Commissioner Crews question.

There were no visitor comments.

Susie Kuruvilla stated that the audit has been completed. She introduced Jamie Wilkey from Lauterbach & Amen who answered the Board's questions. The management letter indicated that there are no suggestions for changes. Jamie noted that ours is the first CAFR in the State of Illinois to be submitted to the GFOA for the Certificate of Achievement program this year. She complimented Mike Szpylman for his assistance during the project. Even though this was his first year, she said, there were no material journal entries necessary and he was able to keep the audit process on target, which is a huge accomplishment. The District received a clean audit opinion. Mike highlighted items in the audit. The Director thanked Jamie and Lauterbach & Amen as well as Mike and the business team who make things run smoothly all year.

Susie welcomed representatives from the aquatics team and congratulated them for winning the IPRA State lifeguard games. Scott introduced three of the participants this year: Kyle Chellstorp, a new manager who has been at the District for six years. He coached the junior lifeguard team that has won three years in a row. College sophomore Colin Toyra and college freshman Willis Mathews were also part of the winning team. Scott said he is impressed with the level of skills and successes the lifeguards have had. They have earned a very high level of respect from the other competitors because of their professionalism. They are self-motivated and volunteer their time to be on these teams. It was suggested there should be a trophy case placed in one of our facilities to show the community all of the awards that the aquatics team has won through the years. Jim Goshorn complimented the entire aquatics staff for their level of maturity and the discipline and authority they demonstrate; it is something that the community appreciates, he said. Jennifer Gilbert noted that the press release on this subject is posted on our website. Commissioner Crews referenced the manner in which the high school showcases their awards on their website and in the buildings, as examples. The aquatics team received a big round of applause.

Jeff Reinhard discussed the Parks Department report. The Hunt Club Park Community Center will shut down for annual maintenance on August 17. Floors will be re-coated, painting will be done, and the family activity room and meeting room will be remodeled. Custodial staff will do deep cleaning throughout.

Betty Russell Park is moving along. All equipment is installed. Concrete work has been done and poured in place will go in next week. The Pentagode play piece will go in afterward. Roofs on the shelters will be shingled. Maneval will begin asphalt paving the parking lot and pathways, etc. at the beginning of September.

At Village Park the turf installer began working. Contractor B&B has completed the tot piece. The ribbon-cutting is scheduled for August 27. The bridges are connected. Staff is waiting for the apartment complex developer to seed the area, as required by the agreement.

Commissioner Crews asked whether the police patrol our parks on a regular basis since there has been more vandalism at Timberwoods Park. Jeff responded that we have a contract with the police to tour our parks in the summer. We receive police reports on vandalism and then have 24 hours to remove graffiti.

Jeff also noted that the bids submitted for Vineyard Park playground equipment are ready for board action.

Commissioner Klemz asked about the PDRMA insurance claim for funbrellas damaged in the July 11 storm. This claim has not yet been settled. Jeff updated the Board on the continuing cleanup from this severe weather event.

Lisa Sheppard reviewed items in the Recreation Department report. In Youth athletics, t-ball ended and soccer has begun. 7<sup>th</sup> and 8<sup>th</sup> grade boys' soccer has low enrollment. The two teams will play against Lindenhurst teams and next season staff will re-evaluate the age grouping. Camp ended and staff has one week off before CARE begins next Wednesday. Camp staff did a wonderful job all summer despite many challenges – heat, rain, last minute changes etc.

The aquatic center will stay open this week for regular hours because enough staff members are still at home. The staff had another Ellis audit and received an 'exceeds' rating once again.

Lisa noted that HCHY is hosting the 3<sup>rd</sup> annual school supply assistance night, working with Joy Lutheran Church. Zacharias Center is also running a clothing drive in conjunction with this event.

Lisa reported that the weather complicated some Gurnee Days events but everything went on as scheduled with small modifications. Lisa thanked everyone who worked on the event. She noted that more people are needed on the Gurnee Days Committee; long term members are retiring this year. Lisa complimented the recreation interns Jason Khuen and Anthony Maldonado for doing such a great job with the GPD float.

Mike Szpylman highlighted items in the Business Department report. Registration is taking place for fall programs. About 76% of registrations are taking place on line; this is consistent with the past. 50% came on the first day of registration. Projections are holding for aquatic center revenue that we will have a successful year financially. Mike updated the Board on the IT system plan, stating that the fiber connection between Hunt Club and Viking has taken place. This becomes more important as the system changes are phased in. As of Monday, phase I should be complete. Phase II RFP's for the Recreation registration system have been received from two companies. He is scheduling demonstrations for both systems at the end of the month. Select staff will make site visits to park districts using each of the systems after that. A decision should be recommended to the board at the September meeting. Once implemented, the system will go live with spring registration. In Phase III a new financial system will be chosen. Both of the recreation systems have developed an interface with financial products.

Jennifer Gilbert reviewed the Marketing report. She gave an update on the fall fitness promotion and exploring the option of a promotion through Groupon. Staff is also evaluating the timing of the winter fitness promotion and renewals at the aquatic center to cut printing and postage costs. Jennifer noted that staff made additional outreach to youth athletics when it was noted that enrollment was down.

Director Kuruvilla presented her report. She thanked everyone involved in Gurnee Days for the great job that was done especially Lisa Sheppard who played a double role as Gurnee Days President and Recreation Supt. Lisa received a round of applause. The Parks team did an amazing job keeping the park in order as did the Marketing and Business team with the booth, etc.

The strategic plan vision subcommittee came up with a new vision and mission statement. It will be brought to the September meeting. The survey was finalized and it is at the printer. Ron Vine from Leisure Vision will attend the next board meeting, which will begin at 6pm.

She noted that the Village Park grand opening is 8/27 at 11:30am. Jennifer, Kristi and Suzanne are working on plans for the event. Invitations will be coming out very soon. Neighborhood residents will be invited. The rain date will be Monday 8/29 at 5:30 pm.

This year's Tree Dedication Ceremony is being held on October 2 at 1pm. The Park Board is dedicating three out of the ten trees. The trees are for Barbara Swanson, the Gurnee Days Honoree and former board members Donna Kolar and Russ Johnson.

#### ACTION ITEMS

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

A motion was made by Jim Goshorn to reject the lowest bid from Playcraft Systems since it did not meet the bid specifications for Vineyard Park playground equipment. Motion seconded by Michelle Klemz. Commissioner Crews asked for clarification on why the staff recommended rejecting the low bid. Jeff Reinhard explained that the other company does not have the same equipment. They use the same footprint but cannot duplicate the play features specified in the bid. They have a lesser quality of pipe, deck heights can't be matched, etc. Roll call vote taken. Ayes: Crews, Klemz, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to approve the lowest responsible bid for playground equipment for Vineyard Park from Parkreaction Inc., Prospect Heights, IL in the amount of \$97,306.00. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Klemz, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve the Soccer Goal Safety and Education Policy as presented. Motion seconded by Jim Goshorn. Jeff Reinhard noted that Gurnee Park District has always secured our soccer goals but he explained the additional labeling that is now required. Roll call vote taken. Ayes: Crews, Klemz, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

#### Other business:

The Director reminded the Board that the self-evaluation meeting will be held on 8/24 with IAPD representative Peter Murphy. She also noted that the Intergovernmental Picnic will be held on 9/15.

A motion was made by Jim Goshorn to enter executive session at 8:50 p.m. to discuss:

- A. Semi Annual Review of Executive Session Minutes (5ILCS 120/2 (c)(21))

Motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Klemz, 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 8:51 p.m. Motion seconded by Libby Baker. On voice vote, all voted aye.

A motion was made by Jim Goshorn to release executive session minutes dated 5/18/10, 3/15/11 session I and 4/19/11. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

A motion to adjourn was made by Michelle Klemz and seconded by Jim Goshorn. On voice vote, all voted aye. The meeting adjourned at 8:51 p.m.

---

Libby A. Baker, President

---

James G. Goshorn, Secretary