

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
September 20, 2011

President Baker called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. The 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, Suzanne Gage, Administrative Assistant; and consultant Ron Vine, of Leisure Vision. Please refer to the attendance record for other visitors.

Ron Vine, president of Leisure Vision, was introduced and he summarized the draft community survey findings compiled by his company. 2000 surveys were mailed out randomly and 422 surveys have been completed so far.

He stated "bottom line" that:

1. Gurnee Park District is a strong leader for parks and recreation services in both Illinois and nationally. Satisfaction with overall value is among the highest in the country and Illinois and has increased since 2007.
2. The Park District is addressing citizen needs in a wide range of parks, facilities and programs.
3. Citizens desire to dedicate a high percentage of monies to the continued improvement and maintenance of existing parks, pools, and recreation facilities.

A snapshot of the Gurnee Park District today shows:

1. Usage and satisfaction with the Park District is very high with significant gains in conditions of parks
2. The Gurnee Park District is the prime community provider of indoor and outdoor sports and recreation programs and services
3. Satisfaction levels have improved in the top 10 service areas
4. Citizens have needs for a wide range of parks, recreation, and program services, with the Park District doing an excellent job in addressing these needs
5. Usage of the website has increased dramatically.

The Community's future vision for the Park District is:

1. Even though safety and cleanliness of parks and facilities are rated high, they continue to be the most important services the community desires.
2. Walking and biking trails and outdoor swimming pools are most important facilities.
3. Adult fitness and wellness programs, special events and youth learn to swim programs are most important programs
4. Opportunities exist to grow programs of importance in Gurnee Park District facilities

Ron noted that once the final report is issued, there will be detailed information concerning demographics such as households that have children in each age group, i.e. less than 5 years old, 5-9 years old, etc. and broken down by age of the person responding. He stated attention should also be paid to the groups who have no children because that group is growing. Demographic information will also be available on ethnicity, and age of person completing the survey.

Ron said that there is nothing significant showing that there is a big unmet need in some area. In general, unmet need has dropped significantly in the facility area since the 2007 survey. Ratings are high in most areas except nature programs and wellness programs for adults. It was suggested that partnerships could be developed to communicate the many nature programs that are offered by the Lake County Forest Preserve. It is more cost effective to direct residents to other agencies, non profits or commercial concerns who are already providing these services in order to fulfill an unmet need. Susie pointed out that although there is a market for adult wellness programs, there are many choices in the Gurnee area to fill this need.

In the area of funding:

1. Citizens desire to dedicate a high percentage of monies to the continued improvement and maintenance of existing parks, pools and recreation facilities, followed by construction of new indoor and outdoor facilities

In answer to the question of how respondents would allocate \$100 among various parks and recreation categories:

1. \$49 – improvements/maintenance of existing parks, pools and recreation facilities
2. \$25 – construction of new indoor and/or outdoor facilities
3. \$21 – acquisition of new park land and open space
4. \$5 - other

Board members thanked Ron Vine for his presentation. The Director noted that once the final report was received, Ron can be contacted through email to answer any further questions.

Department heads Jeff Reinhard, Lisa Sheppard, Mike Szpylman and Jennifer joined the meeting at 7 p.m.

A motion to accept the regular meeting minutes of August 16, 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 special meeting minutes of August 24, 2011 as presented 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.

A motion to accept the executive session minutes of August 16, 2011 was made by Michelle Klemz and seconded by Jim Goshorn. 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 August 24, 2011 was made by Vicki Paddock and seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Paddock, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion carried.

A motion to approve the vouchers list dated 9/14/11 in the amount of \$863,389.41 and the supplemental vouchers list dated 9/20/11 in the amount of \$37,299.42 was made by Jim Goshorn and seconded by Michelle Klemz. In response to a question, Jeff Reinhard informed the Board about the park patrols conducted through contract with the Village of Gurnee Police Dept. 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.

There were no visitor comments.

The Director noted that in the interest of efficiency, since department heads provide written reports, they will verbally highlight one area and the Board can ask any questions they might have on the written reports. The department head will also address any additions since the time the report was written.

Jeff Reinhard noted that the parking lot and pathways at Betty Russell Park are currently being asphalted. The playground has been completed. A ribbon-cutting will be scheduled on a Wednesday in early October at 5:30pm. This is considered to be a better time for everyone.

A leak was found at the aquatic center and will be repaired this fall. The final payout for Village Park playground construction will be coming next month. Pedcor's grading work will be completed by October 31 and then the Park District can take ownership of the land being donated.

The addition to the Viking Park skate park will begin next week when the concrete pad is installed.

Lisa Sheppard stated that the day camp and aquatic center summary reports will be in next month's board packet. It will include financial, participation and survey reports. The first "Fall Fest" event will take place this weekend.

Mike Szpylman stated that Phase I of the system plan, which was the virtual server conversion, is completed. Susie complimented Mike on working closely with Excalibur Technology to accomplish this task.

Jennifer Gilbert noted that her department marketed five group exercise classes for \$15 through Groupon this month. It was highly successful and it was more than just the number of people who purchased the package but how the information 'spidered' to different social media sites and the number of 'likes' it generated. Commissioner Goshorn noted that our District was complimented at the Intergovernmental event as being a leader in social media.

Director Kuruvilla presented her report. The Strategic Plan will be an item at each board meeting over the next few months. She encouraged board members to discuss the information presented as the plan moves forward so that they have input to the Executive Steering Committee. She asked board members for names of residents who might want to serve on the Strategic Plan Advisory Committee. Previous board election candidates Stefan Rosuck and Roman Keating III were suggested.

Susie noted that the Board President will sign the notice tonight that calls for a hearing on the annual bond issuance of \$760,000. The hearing will be held at the October 18 board meeting at 7 p.m.

The Director stated that the budget includes funds to add security cameras at areas in Viking Park and inside the Viking Park Community Center. The cost is within her spending authority but she wanted the board's advice. The Board agreed that it is important to address this. Commissioner Goshorn noted that the survey has indicated the importance of safety and security to residents. Signs regarding video surveillance will be posted.

Susie indicated that the District is changing telephone service providers to First Communication. Staff is confident that this change will reduce costs substantially and increase the level of customer service.

The Director noted that she will not attend the Tree Dedication on October 2 because of a family obligation. President Baker will emcee the event.

#### ACTION ITEMS

A motion was made by Vicki Paddock to approve the proposal from Vermont Systems, Inc. for the purchase and implementation of Recreation software providing the Executive Director authority to negotiate and finalize the contract with VSI based on the parameters outlined in the attached summary report. Motion seconded by Jim Goshorn. Susie explained that this process is going very well and our consultant Garry Vaccaro has been exceptionally helpful. The Business Superintendent has involved the staff very heavily and staff evaluated both systems. VSI was chosen by the staff as the system that will best suit us. The Director is very comfortable with the choice and the bonus is that the annual costs are lower than the other vendor. 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 Gurnee Park District mission and vision statements as presented. Motion seconded by Jim Goshorn. There was immediate agreement on the new mission statement however the Board discussed the vision statement at length. It was agreed to drop the comma after the word "experiences". Roll call vote taken. Ayes: Crews, Klemz, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried. The new mission statement is: "Promoting fun and preserving nature". The new vision statement is: "As a nationwide leader in our field, be the premier provider of community-driven and innovative park and recreation experiences while maintaining financial stability."

A motion was made by Jim Goshorn to approve the lowest responsible bid from Perfect Turf LLC, Elk Grove Village, IL for \$25,800 for Synthetic turf surfacing at Vineyard Park. 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 Jim Goshorn to approve the lowest responsible bid from Total Surface, Glenview, IL for \$26,450 for poured-in-place surfacing at Vineyard Park. 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 Resolution #11/12-1 designating October 2011 as “HCHY Let’s Talk Month” at the Gurnee Park District. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Crews, Klemz, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

Under other business, the Director discussed the following:

The IAPD Legal Symposium will be held in Oak Brook on October 27. She invited Board members to attend. Annual Employee survey results were shared in the board packet. The Director was extremely pleased with the results.

Viking Park Band shell – The floor of the band shell is in need of repair. Jeff Reinhard will consider expanding the stage. Board members suggested investigating better lighting and sound improvement (baffles).

Possible improvements to the board packet were also discussed.

A motion to adjourn was made by Vicki Paddock and seconded by Gerry Crews. On voice vote, all voted aye. The meeting adjourned at 8:15 p.m.

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Libby A. Baker, President

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James G. Goshorn, Secretary