

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
April 16, 2013

President Goshorn called the meeting to order at 7:00 p.m. and led the pledge of allegiance. He asked for a roll call. Commissioners present: Vicki Paddock, Gerry Crews, Libby Baker, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Michael Szpylman, Supt. of Business; Scott Crowe, Supt. of Recreation; Jennifer Gilbert, Marketing/PR Manager and Suzanne Gage, Administrative Assistant. There were no visitors present.

A motion to accept the regular meeting minutes of March 19, 2013 was made by Gerry Crews and seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to accept the executive meeting minutes of March 19, 2013 session I and session II was made by Libby Baker and seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to approve the vouchers list dated 4/10/13 in the amount of \$189,731.43 and the supplemental vouchers list dated 4/16/13 in the amount of \$20,269.43 was made by Michelle Klemz and seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

The financial and treasurer's reports were reviewed.

There were no visitor comments.

Jeff Reinhard reviewed the Parks Department report. He discussed the wet weather and its impact on sports schedules. At least three inches of rain are predicted for Wednesday and Thursday. Jack Lepper will meet with the Village if there is flooding. If requested, parks staff will assist the Village with sandbagging activities.

Supt. of Recreation Scott Crowe discussed the Recreation report. Scott thanked the Director and Board for the opportunity to serve as Superintendent. He is looking forward to his new role. Aaron Glickson has been hired as the new aquatic coordinator and is being trained. He replaces Jessica Dadabo, who recently moved out of the area. Summer staff has been selected for aquatics and camps. A new aquatic manager will be hired next week. Staff is working with Jeff and his team to get all the soccer games in. Aquatic staff received the Ellis & Associates Platinum award. The Board President and the Director attended the lifeguard training meeting last weekend to congratulate them. A new trophy case has been built at the aquatic center to display the many awards won by the aquatics staff.

Mike Szpylman presented the Business Department report. He noted that the 2013/2014 budget is presented for action at this meeting. The new payroll software went 'live' two weeks ago without incident. Conversion to paperless pay stubs will occur by the end of summer. New hires must accept direct deposit as a condition of employment. 90% of current employees have direct deposit.

Jennifer Gilbert reviewed the Marketing/Public Relations report. Staff is working on pass sales and the end of early bird sales. Sponsorship policy has been revised and action will be requested at the May meeting.

Susie Kuruvilla reviewed her report. The Park District has been awarded the GFOA Certificate of Excellence for Financial Reporting for the 15<sup>th</sup> year. She congratulated Mike Szpylman and his team. She also noted her appreciation for our aquatics team that won the Platinum Award.

The master concept plan for Ravinia Park was noted. Jeff Reinhard and Hitchcock Design will hold a public meeting at the park on Thursday, May 23 from 5:30-7pm to show the plan to the neighbors. A second public hearing will be conducted at the June 18 board meeting. The grant application is due July 1.

There were no new comments made on the revised sponsorship policy. It will be voted on at the May 21 board meeting.

The Director reported that the Village of Gurnee is sponsoring a family golf event at Bittersweet Golf Course called "Families on the Fairway". The Park District is assisting with some staff time and marketing.

#### ACTION ITEMS

A motion was made by Vicki Paddock to approve fiscal year 2013/2014 budget as presented. Motion was seconded by Michelle Klemz. The total proposed budget for FY 2013/2014 is \$12,405,633, of which \$1,458,875 is for capital projects and \$1,974,486 is for debt service. The total operating budget is \$8,972,272, which is a 1.6% increase from last year. The budget includes \$350,000 in transfers from Corporate and Recreation funds to Capital Replacement/Development fund. The impact on the budget from the new PPACA ("Obamacare") law was discussed. The law takes effect on January 1, 2014. This does not affect seasonal positions since the measurement period is 12 months long. The 3% merit salary pool included in the budget was also discussed. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to accept fiscal year 2013/2014 budget and appropriation ordinance in tentative form and publish notice of a public hearing to be held on May 21, 2013 at 6:45 p.m. at Viking Park prior to the regular Board meeting. Motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Libby Baker to accept the lowest responsible bid from American Outfitters, Waukegan IL for Gurnee Park District apparel including shirts, outerwear, jerseys, headwear and backpacks in the amount of \$75,984.70. Motion was seconded by Vicki Paddock. This is a decrease in price from last year. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

There was no other business to discuss.

A motion was made by Vicki Paddock to enter executive session at 7:52 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)
- To consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel to determine its validity. 5ILCS 120/2(c)(1)

Motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried. Susie Kuruvilla and Suzanne Gage were authorized to attend the closed session.

A motion was made by Michelle Klemz to return to open session at 9:24 p.m. Motion seconded by Gerry Crews. On voice vote, all voted aye.

A motion was made by Vicki Paddock to approve the Director's employment contract as presented. Motion seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to adjourn was made by Michelle Klemz and seconded by Libby Baker. On voice vote, all voted aye. The meeting adjourned at 9:25 p.m.

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James G. Goshorn, President

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Michelle Klemz, Secretary