

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
April 19, 2016

President Jim Goshorn called the regular meeting to order at 6:40 pm. He asked for a roll call. Commissioners present: Jim Goshorn, Michelle Klemz, Gerry Crews, Vicki Paddock, and Libby Baker. Commissioners absent: none. Staff members also present: Susie Kuruvilla, Executive Director and Suzanne Gage, Administrative Assistant.

A motion was made by Vicki Paddock to enter executive session at 6:40 pm to discuss:

- the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, including hearing testimony on a complaint lodged against an employee to determine its validity. (5ILCS 120/2 (c)(1))

Motion was seconded by Libby Baker. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Libby Baker to return to open session at 7:00 pm. Motion seconded by Vicki Paddock. On voice vote, all voted aye.

The President led the Pledge of Allegiance and asked for another roll call. Commissioners present: Jim Goshorn, Michelle Klemz, Gerry Crews, Vicki Paddock, and Libby Baker. Commissioners absent: none. Staff members present: Susie Kuruvilla, Executive Director; Mike Szpylman, Director of Business Services; Jeff Reinhard, Director of Parks & Planning; Scott Crowe, Director of Recreation; Jennifer Gilbert, Marketing/PR Manager and Suzanne Gage, Administrative Assistant. Also present: Mike and Pam Hampson, Beckie Korzyniewski, Viking Park Facility Manager; and Paul Nielander and Kelly Masterton, representing Warren Area Lacrosse Association.

A motion was made by Gerry Crews to approve the minutes of the regular meeting of March 15, 2016. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the minutes of the executive meeting session I at 6 pm on March 15, 2016. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the minutes of the executive meeting session II at 9 pm on March 15, 2016. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$885,179.23 presented on April 19, 2016 was made by Michelle Klemz and seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

The financial report and treasurer's report were reviewed.

The President opened the floor to visitors. There were no comments.

Viking Park Facility Manager Beckie Korzyniewski presented the IAPD/IPRA Community Service award to Mike Hampson. Mike was specifically nominated for this award because of his volunteer work with the Breakfast with Santa event over many years. Mike's community service however, spans the decades. He was a volunteer coach and board member with what was then 'Gurnee Boys Baseball' and he was instrumental in securing the first cooperative agreement for use of baseball fields in the early 90's. He was actively involved as treasurer of the Friends of the Gurnee Park District when the District was threatened with dissolution. He then served on the 1993 Citizens Advisory Committee and eventually served as a commissioner on the Park Board from 1995-2001. Mike expressed his thanks and received a rousing round of applause.

Kevin Bueso, Finance Director for the Village of Round Lake Beach, was introduced. He presented the GFOA Distinguished Budget award and the GFOA Certificate of Excellence in Governmental Accounting to Mike Szpylman. He noted that the budget award requires a great level of commitment on the part of the board and administration. The document must communicate to all levels of understanding in a community. He congratulated Mike and the business services staff, Kim McCormack, Vicki Zika and Nichole Todd for the time spent putting the document together. He also presented the GFOA award for excellence in financial reporting. This award reports how financial resources were spent during the fiscal year. He stated that the reporting requires communication with other taxing districts so there is a great level of commitment from Mike and his staff. Jim Goshorn thanked Mr. Bueso for representing the GFOA at our meeting. The Board applauded Mike and the business team.

Department heads discussed their written reports and answered questions.

Director of Parks and Planning Jeff Reinhard discussed his report. Parks staff have completed the Viking Park kitchen remodeling. The Board thanked the Parks team and custodial team for going the extra mile.

Contractor Pool Technologies, LTD is working on the aquatic center waterfall and it should be completed quickly.

The Viking Park pathway project started construction today. It will connect Viking Park to Viking West and the Des Plaines River Trail.

Jeff reviewed the proposed playground design for River Trails School. It will be installed contractually. GPD is splitting the cost with the school district since our District holds a CARE program at that location. A consultant will address the drainage problem and ADA access at this site.

Recreation Director Scott Crowe reviewed his report. He thanked Jeff Reinhard and his Parks team as well as Facility Manager Sue McDougle for their assistance with the Woodland Wishes event. It netted the Woodland foundation \$23,000 and they were very appreciative that GPD hosted.

Summer program registration is going well. Aquatic center passes are 150 ahead from last year; preschool registration is up 28% and camp is up 15%.

The District has received a \$1,000 IAPD Power Play grant that will benefit the Fit Kids program needs.

Scott noted a Healthy Communities Healthy Youth initiative called the Text a Tip crisis hotline, designed for middle school through high school. GPD is providing awareness of the initiative and educating our staff on this tool to help our participants.

The aquatic staff has received the Gold International Aquatic Safety award from Ellis & Associates.

Scott also noted that the District has banned 'heading' for children in 5th grade and lower per the recommendation of the U.S. Soccer Federation and Illinois Youth Soccer Association. The coaching staff was in agreement.

Business Services Director Mike Szpylman discussed the proposed budget. The Board discussed a graph prepared by staff to illustrate the split between fees for services and tax revenue among similar size park districts.

Marketing/PR manager Jennifer Gilbert discussed Logo and Brand Identity guidelines that have been previously presented to staff. She is very proud of the marketing team's effort. Staff has been appreciative of the new references. The Board was very impressed with the work.

Susie Kuruvilla discussed her report.

She noted that the Marketing staff and the GO Gurnee committee have been doing an exceptional job getting the word out and the movement has been growing daily. 138 people have signed up as champions so far. The District is finding lots of support from other taxing bodies in spreading the word.

The strategic plan process begins on April 27. The consultants will meet with the leadership team that morning. The Park Board will meet with the consultants in special session on Wednesday, May 18 at 6:00 pm.

The proposed revision of the Personnel Policy Manual was noted. Any substantive changes were also detailed in a separate memo. The Board will consider the manual during the next month and be prepared to discuss it at the May board meeting. Once approved, each employee will receive a copy and sign a new acknowledgement to go in the personnel file.

The April 11 WSRA board meeting packet was reviewed.

Susie noted the FY 15/16 Goals 12-month update. Most of the goals were completed. She congratulated the staff for their efforts.

ACTION ITEMS

A motion was made by Vicki Paddock to approve fiscal year 2016/2017 budget as presented. Motion seconded by Michelle Klemz. After discussion, a roll call vote was taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried. The board approved the look of the new budget document. The GFOA budget document will also be changed into the new format prior to submitting it for the Distinguished Budget Award.

A motion was made by Michelle Klemz to accept fiscal year 2016/2017 budget and appropriation ordinance in tentative form and publish notice of a public hearing to be held on May 17, 2016 at 6:45 pm at Viking Park prior to the regular Board meeting. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock 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 for participants, staff apparel, hats and backpacks in the amount of \$54,322.50. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to accept the lowest responsible bid for a Knapheide 6018D54J1, a Knapheide 696DJ1 and a 9 ft. Western Pro Plus Snow plow from R.A. Adams Enterprises, McHenry, IL for \$24,893.70. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to approve the lowest responsible bid from Burris Equipment, Waukegan, IL for a 2016 Kaeser M58 air compressor for \$21,985.00. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to engage Lauterbach & Amen as the Park District's audit firm for fiscal years ending 2016, 2017 and 2018 as recommended. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to approve Resolution #15/16-4 supporting the Blue Kids Lake County Project in recognition of April as Child Abuse Prevention month. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve Resolution #15/16-5 In Support of **GO GURNEE** as presented. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

Scott Crowe introduced Paul Nielander, President of Warren Area Lacrosse Association and Kelly Masterton, Registrar. Scott commented that last year, separate from the affiliate agreement, WALA worked with the Park District as an independent contractor and provided programming for our participants. Mr. Nielander remarked on highlights of the last year including winning the State championship cup. He noted that Lacrosse is the fastest growing sport in the United States. WALA would like to continue the affiliate relationship. A motion was made by Gerry Crews to approve the

Affiliate Agreement with Warren Area Lacrosse Association as presented. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

OTHER BUSINESS

A 10 minute recess was called at 8:30 pm. The Board reconvened at 8:39 pm and a motion was made Michelle Klemz by to enter executive session to discuss:

- the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, including hearing testimony on a complaint lodged against an employee to determine its validity. (5ILCS 120/2 (c)(1))

Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried. Susie Kuruvilla was authorized to attend a portion of the closed session.

A motion was made by Michelle Klemz to return to open session at 9:44 pm. Motion seconded by Gerry Crews. On voice vote, all voted aye and the motion passed.

A motion was made by Michelle Klemz to approve the Executive Director job description as presented. Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to adjourn was made by Vicki Paddock and seconded by Gerry Crews. On voice vote, all voted aye. The meeting adjourned at 9:45 pm.

James G. Goshorn, President

Michelle Klemz, Secretary