

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
August 16, 2016

President Goshorn called the regular meeting to order at 7:00 pm. He asked for a roll call. Commissioners present: Libby Baker, Gerry Crews, Michelle Klemz and Jim Goshorn. Commissioners absent: Vicki Paddock. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Director of Parks and Planning; Mike Szpylman, Director of Business Services; Scott Crowe, Director of Recreation; Jennifer Gilbert, Director of Marketing and Community Relations; Kraig Owens, Safety Specialist and Suzanne Gage, Administrative Assistant. There were no visitors at the meeting.

A motion was made by Michelle Klemz to approve the minutes of the regular meeting of July 19, 2016. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Baker, Crews, Klemz, and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Michelle Klemz to approve the minutes of the special meeting of July 25, 2016. The motion was seconded by Libby Baker. Roll call vote taken. Ayes: Baker, Crews, Klemz, and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$1,272,577.74 presented on August 16, 2016 was made by Gerry Crews and seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Crews, Klemz, and Goshorn. Nays: none. Absent: Paddock. Motion carried.

The financial report and treasurer's report were reviewed. There were no questions or comments.

The President opened the floor to visitors however there were no members of the public in attendance.

Department directors reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard noted that the River Trails School playground renovation is going very well. The surfacing will go down in two weeks. It will not be ready when school starts on Monday, August 22. Administration is aware of this. Jennifer Gilbert will coordinate with the school principal to set a date for a ribbon cutting on a school day. The Board will be kept informed.

Ravinia playground installation is going well. Both large play units are up and they are now installing the independent play pieces. Hunt Club Community Center is closed for its annual maintenance shutdown this week – carpet is being installed, floors being refinished, etc. It will re-open on August 18.

Jeff noted that Gurnee Days was a great success. Jim Goshorn complimented the parks staff for their terrific work. The grounds team does a lot of hard work that is not glamorous. Kraig did a marvelous job with the fireworks and carnival and keeping staff safe. Gerry Crews also thanked Scott and the marketing team for their work. Sue McDougle will be president of Gurnee Days Corporation next year.

Director of Recreation Scott Crowe thanked the board for their support at Gurnee Days. He thanked Jennifer and the marketing team for managing the booth and for the flags around the park. Camps ended on Friday; it was another successful year with no major incidents. There will be a full report next month.

Fall soccer begins this week – enrollment is down from last fall. Scott discussed possible reasons and said staff will be analyzing athletic operations in the next several months. The letter has been sent notifying the IPRA Distinguished Accreditation review team that we are ready.

Commissioner Crews asked about video surveillance of the District's facilities. Staff said that video cameras are in place at all facilities including Betty Russell shelter. GPD is beginning the process of upgrading the camera servers.

Director of Business Services Mike Szpylman thanked Nichole Todd and Katie Burgess for the facelift given to the budget document. It is on the website. Mike, Nichole and Fred Colón are 'knee deep' into the RecTrac v3 upgrade. They will be training front desk staff and supervisors after their own training and it will go live the last week of September.

Director of Marketing and Community Relations Jennifer Gilbert discussed her report. GPD hosted two Pokemon Go meet ups this month attracting 150 and 50 participants respectively. In order to engage the community, staff has begun using a GO Gurnee Fitbit. "Strollers and Stories" event is coming in September, linked to GO Gurnee. Print materials on GO Gurnee and FitNation were printed in house and stuffed into the Gurnee Days bag giveaway. FitNation had a TV commercial airing during the Olympics. Cable allows you to target a local audience. Jennifer and her team were complimented for coordinating the parade entry that focused on GO Gurnee.

The Executive Director reviewed her report. She noted that the 9/11 Remembrance Ceremony will be held on Sunday, September 11 from 1-2:30 pm. The 28<sup>th</sup> Annual Tree Dedication will be held on Sunday, October 2 at 1 pm. Susie encouraged board members to attend.

Susie asked the Board for guidance on the Village of Gurnee's request for a donation of park benches at Welton Plaza. There have been some improvements made to the site recently. There is space for 14 benches at the site. They are similar to the benches in the gazebo at Viking Park West and cost \$1000 each. The Park District has agreed to maintain the site moving forward. Susie recommended four benches as a gesture of intergovernmental cooperation. Benches will not have individual plaques but GPD will be listed on a donor plaque at the site. Board consensus was to donate four benches.

Susie informed the Board that the District received a donation of \$1671 from the Robert M. McGaffey Trust. Board members expressed their gratitude for the generosity. The money will be used for scholarships.

The Executive Director and Board reviewed and discussed the progress made on the ADA Transition Plan. It was prepared five years ago by consultants. Certain items were addressed immediately and then as parks are remodeled, ADA changes are being made. Some of the suggested facility changes are more challenging and are being addressed as they become necessary. The plan is reviewed at budget time and decisions are made annually on what can be done. If an individual request is made, it will always be addressed.

The August 8 WSRA Board meeting packet was noted.

#### ACTION ITEMS

A motion was made by Gerry Crews to approve the FC Lake County Soccer Club cooperative field use agreement as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Crews, Klemz, and Goshorn. Nays: none. Absent: Paddock. Motion carried.

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

A motion was made by Michelle Klemz to approve the revised Gurnee Park District Safety Manual as presented. Motion seconded by Libby Baker. Kraig thanked the safety committee and the marketing team for their work. This revision was a year in the making. All pieces were in place but now they are in one manual. Kraig was congratulated. Roll call vote taken. Ayes: Baker, Crews, Klemz, and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Gerry Crews to approve the IPRA Environmental Report Card for Gurnee Park District as presented. Motion seconded by Libby Baker. The report points out what the District is doing well and as well as what could be initiated or improved. It is for guidance only. The dual safety/environmental committee is using this report. Roll call vote taken. Ayes: Baker, Crews, Klemz, and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Michelle Klemz to approve the revised Gurnee Park District Board Policy Manual as presented. Motion seconded by Gerry Crews. After discussion, the Board decided to table the motion until the September board meeting to allow more time for review.

A motion was made by Gerry Crews to approve the lowest responsible bid from The Wickcraft Company, Madison, WI for the purchase of boardwalk materials for Ravinia Park at a cost of \$32,688.05. Motion seconded by Michelle Klemz. The bid notice was published but this was the only bid received. GPD has an Army Corps permit for the 160 ft. of boardwalk over the wetlands and staff will apply for Village permits. It takes 12 weeks to receive the materials. Roll call vote taken. Ayes: Baker, Crews, Klemz, and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Gerry Crews to enter executive session at 8:07 pm to discuss:

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

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

A motion was made by Libby Baker to return to open session at 8:25 pm. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

A motion was made by Libby Baker to release executive session minutes dated January 15, 2002, February 19, 2002, February 21, 2006, Nov. 21, 2006, Dec. 19, 2006, Feb. 20, 2007, July 15, 2008, Aug. 19, 2008, Sept 16, 2008, Oct. 21, 2008, Nov. 18, 2008 session I, Jan. 20, 2009, Feb. 17, 2009, Nov. 17, 2009, Feb. 16, 2010, March 16, 2010, Sept. 21, 2010, Nov. 16, 2010, Dec. 21, 2010, May 17, 2011, July 19, 2011, March 20, 2012 session II, May 15, 2012, Nov. 20, 2012, Dec. 18, 2012, Jan. 15, 2013, Feb. 19, 2013, March 19, 2013 session II, April 16, 2013, May 21, 2013, Aug. 20, 2013, Sept. 17, 2013, Oct. 15, 2013, Nov. 19, 2013, Dec. 17, 2013, Jan. 21, 2014, Aug. 19, 2014, Sept. 16, 2014, Jan. 20, 2015, Feb. 17, 2015, March 17, 2015 session II, June 16, 2015, July 21, 2015, Aug. 18, 2015, Dec. 15, 2015, Feb. 16, 2016 session I and II, March 15, 2016 session I, April 19, 2016 session I and II, and May 17, 2016 as recommended by staff. All other closed session minutes not released are deemed to still be confidential and will not be released at this time. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Baker, Crews, Klemz, and Goshorn. Nays: none. Absent: Paddock. 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 8:26 pm.

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James G. Goshorn, President

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Michelle Klemz, Secretary