

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
May 16, 2017

President Goshorn called the regular meeting to order at 7:00 p.m. and dispensed with the Pledge of Allegiance. He asked for a roll call. Commissioners present: Vicki Paddock, Michelle Klemz and Jim Goshorn. Commissioners absent: Libby Baker and Gerry Crews. Also 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; Liz Gnippe, Marketing Specialist and Suzanne Gage, Administrative Assistant. Also in attendance: Tina Smigielski, representing the Government Finance Officers Association.

Commissioner Goshorn recommended that Commissioner Klemz act as president pro tem to conduct the election of officers. Board members concurred.

The Board Secretary entertained nominations for Board President. A motion was made by Vicki Paddock to elect Jim Goshorn as President to serve a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed and Jim Goshorn was elected as President.

Nominations were entertained for Vice President. A motion was made by Jim Goshorn to elect Libby Baker as Vice President to serve a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed and Libby Baker was elected as Vice President.

Nominations were entertained for Board Secretary. A motion was made by Vicki Paddock to elect Michelle Klemz as secretary to serve a one-year term. No further nominations were offered. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed and Michelle Klemz was elected Board Secretary.

Commissioner Goshorn chaired the remainder of the meeting.

A motion to appoint Mike Szpylman as treasurer of Gurnee Park District was made by Vicki Paddock and seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed.

A motion to appoint Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer P.C. as Park District attorneys was made by Michelle Klemz and seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed.

Mike Szpylman introduced Tina Smigielski, Director of Finance for the City of Waukegan and representative of the Government Finance Officers Association. She presented the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award to the Park District noting that this is quite an accomplishment.

The Certificate of Achievement program was instituted in 1946 and its purpose is to encourage and assist governments to prepare financial reports of the highest quality for the benefit of citizens. The program has widespread recognition as the premier indicator of excellence in governmental accounting and financial reporting.

The Distinguished Budget Award program was established by GFOA in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices. Ms. Smigielski noted that receipt of these two awards reflects the professionalism and commitment of many individuals as well as many hours of hard work and she congratulated Mike Szpylman and his team. The Board also offered their congratulations to Mike and the Business Services staff.

A motion was made by Michelle Klemz to approve the annual Park Board meeting schedule as presented. Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed.

A motion to approve the total bills, payouts and payroll in the amount of \$926,736.43 presented on May 16, 2017 was made by Michelle Klemz and seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed.

The financial report and treasurer's report were reviewed. It was noted that the audit is underway.

The President opened the floor to visitor comments but there were none.

Directors reviewed their monthly reports with the Board.

Jeff Reinhard answered questions on his report and discussed repairs at River Trail playground, which had been installed by contractors. Staff has been replacing bolts as necessary that were incorrectly installed. The contractor will re-install all bolts during the summer. The playground can continue to be used by patrons.

Scott Crowe answered questions on his report and noted that there has now been a public announcement about discontinuing the Farmers Market. Feedback is as expected. A recent newspaper article has highlighted all of the Saturday markets that are available elsewhere.

College fitness memberships are coming in strong. There are options for 90-day or 120-day memberships available.

Mike Szpylman introduced Majeeda Purnell as the new Human Resources Generalist who started on May 8 and dove right in. She stated she is originally from Philadelphia and came to the area four years ago. She has been in the HR field for five years and was in retail management prior to that. She expressed her pleasure to be at GPD. Board members welcomed her. This is a new position for the Park District.

Jennifer Gilbert highlighted the success of the second year for GO Gurnee and the first event of the season. Dogs were invited this year and it went extremely well. Staff received good feedback from pet owners. Jennifer said they are gearing up for a good walking season. President Goshorn congratulated the marketing team, noting that media coverage was excellent. "It has really become a movement and is phenomenal" he said.

The Executive Director reviewed her report.

She noted that the FY 16/17 budget year ended on April 30 and commented that it was a financially successful year. She reviewed a program budget summary report showing the budgeted and actual numbers for FY 16/17 as well as the actual numbers from FY 15/16. In the programming area, we met 90% of the budgeted revenue this year. However, we did meet 95% of the budget and spent 91% of

budgeted expenditures so the actual net result is favorable. She thanked the team for a great job with the budget.

A final update to FY 16/17 Annual Goals was presented. Most goals were completed. Always an ambitious list, some items were moved to this next fiscal year as other new items came up. She gave kudos to the team for making everything happen.

Susie thanked Jennifer Gilbert once again, for coming up with the GO Gurnee name and logo. The movement continues to catch on – she attended the Go Waukegan launch. Many other park districts are interested in starting this program. There was discussion on submitting this program for an award or as a seminar at IPRA or NRPA on how to energize your community behind a fitness activity that is fairly low cost. Staff will consider this for the IPRA/IAPD conference in January 2018 as well as NRPA Congress next year.

The Executive Director stated that a five-year capital projects plan will be presented at the June 20 board meeting. Before the plan is approved, she asked that a park tour be scheduled. Board members suggested July 11 at 5:30 or 5:45 pm. The absent commissioners will be asked to RSVP their availability for this date at 5:30 pm.

Susie noted that this is Recording Secretary Suzanne Gage's last board meeting. She will retire on May 31 after nearly 23 years of service. The Board thanked her for her dedication, guidance and support.

Liz Gnippe, Marketing Specialist, will serve as Recording Secretary until further notice.

ACTION ITEMS

A motion was made by Michelle Klemz to approve the Budget & Appropriation Ordinance #17/18-1 as presented. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed.

A motion was made by Vicki Paddock to approve the Gurnee Park District annual calendar for the fiscal year 2017/2018. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed.

A motion was made by Michelle Klemz to approve the lowest responsible bid of \$79,900 from Chicagoland Paving, Lake Zurich, IL, for tennis court reconstruction at Christine Thompson Park. Motion seconded by Vicki Paddock. Work will occur this summer. The area will be converted to one tennis court and one pickleball court. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed.

A motion was made by Vicki Paddock to approve the lowest responsible bid of \$108,200 from Allstar Asphalt, Inc., Wheeling, IL, for asphalt repairs and improvements. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed.

A motion was made by Michelle Klemz to approve the license agreement between Gurnee Park District and Gurnee Days Corporation for the use of Viking Park for Gurnee Days in August 2017. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker and Crews. Motion passed.

OTHER BUSINESS

The Executive Director asked that Board members inform her as soon as possible if they plan to attend the NRPA Congress September 25 – 28.

Susie stated that the Village will now allow alcohol to be brought to the Sounds of Summer concerts in Viking Park. An announcement will be made at the concerts that it must be kept at the band shell. A police officer will also be on duty.

Executive session was postponed until the June board meeting since two board members could not attend this evening.

A motion to adjourn was made by Vicki Paddock and seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 7:55 pm.

James G. Goshorn, President

Michelle Klemz, Secretary