

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
March 19, 2019

President Goshorn called the regular meeting to order at 6:00 pm. He asked for a roll call. Commissioners present: Vicki Paddock, Michelle Klemz, Gerry Crews, and Jim Goshorn. Commissioners absent: Libby Baker. Staff members also present: Susie Kuruvilla, Executive Director and Melissa Greenthal, Operations Analyst.

A motion was made by Vicki Paddock to enter executive session at 6:00 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)(5))

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

A motion was made by Vicki Paddock to leave executive session at 6:58 pm. Motion seconded by Gerry Crews. On voice vote, all voted aye.

President Goshorn called the regular meeting to order at 7:02 pm. The President led the Pledge of Allegiance and asked for roll call. Commissioners present: Michelle Klemz, Vicki Paddock, Gerry Crews and Jim Goshorn. Commissioners Absent: Baker. Also present: Susie Kuruvilla, Executive Director; Mike Wick, Director of Recreation; Mike Szpylman, Director of Business Services; Jennifer Gilbert, Director of Marketing and Community Relations; Kraig Owens, Safety Supervisor; and Melissa Greenthal, Operations Analyst. Please see the attendance sheet for additional visitors.

A public hearing was held to sell \$1,800,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto. A notice of the meeting was published in the Daily Herald on March 8, 2019. The proceeds from this bond issue will be used mainly for any and all costs associated with the construction of the Viking Park Maintenance Facility. There were no comments from the audience.

Pat Bodame presented an IPRA Community Service Award to Rosalind Franklin University. Over the last two years, Rosalind Franklin University has been partnering with the Gurnee Park District and FitNation with its Community Care Connection program. They come to FitNation the last Tuesday of every month to conduct free health screenings for our members. The screenings include checking blood pressure, blood sugar, BMI, cholesterol and waist measurements. They will also include free flu shots during the fall season and other screenings as well such as foot screenings and osteoporosis screenings. They have participated in our wellness fairs and other special events at FitNation over the last two years.

A motion was made by Vicki Paddock to approve the minutes of the regular meeting of February 19, 2019. The motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker. Motion carried.

A motion was made by Michelle Klemz to approve the minutes of the Executive session meeting of February 19, 2019. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Paddock, Crews, Klemz, and Goshorn. Nays: none. Absent: Baker. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$773,410.29 presented on March 19, 2019, was made by Gerry Crews and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Crews, Klemz, and Goshorn. Nays: none. Absent: Baker. Motion carried.

The financial report and treasurer's report were reviewed. Commissioner Goshorn commented on the reduction in expenses. Director Szpylman indicated much of the reduction is due to the maintenance facility moving to fiscal year 2019/2020.

Department Directors reviewed their written reports with the Board.

Safety Supervisor Kraig Owens reviewed the parks report. Commissioner Goshorn complimented the parks team on safety inspections and the ability to fix many of the issues quickly. A pedestrian walkway is being added by the village at Christine Thompson Park. The Village had a walkability assessment and this path to connect the north side of Christine Thompson Park is one of the outcomes of the analysis. The village will be responsible for maintaining the easement.

Director of Recreation Mike Wick reviewed the recreation report. Group exercise visits were the largest we have seen which can be attributed to changes in the group exercise schedule and additional instructors. Above the Barre attended a competition and performed very well. Commissioner Goshorn asked if there has been any feedback on the closing of childcare at Hunt Club. Director Wick indicated there has been no feedback from the community and the room will be repurposed into a preschool classroom and area for camps in the summer. Commissioner Crews expressed concern over the shortage of lifeguards. Director Wick indicated lifeguards shortages are throughout Illinois. Kara has not expressed concern about the lack of lifeguards for the Aquatic Center this summer.

Director of Business Services Mike Szpylman reviewed his report.

Director of Marketing and Community Relations Jennifer Gilbert reviewed her report. Tara Larson is handling the summer brochure with group proof and then submission to the new printer. Interviews are in progress for the new Graphic Design and Brand Specialist. Commissioner Klemz asked about the reputation management planning. Director Gilbert indicated there are so many areas such as social media, Google, Yelp which we can monitor to an extent but we are looking for other ways to efficiently and potentially automate this process to some degree. Commissioner Klemz asked if the health screening service can be added into the brochure in the future. Director Gilbert indicated there is often not enough lead time on when the health screenings are available but will look into the possibility of adding these dates to brochures in the future.

Executive Director Susie Kuruvilla reviewed her report. The public hearing requested \$1.8 million in General Obligation Limited Tax Park Bonds to be used to the Viking Park Maintenance Facility. The amount will be less due to the bids being lower than anticipated. Executive Director Kuruvilla also provided the amortization schedule for the bonds which will be paid off in 2027.

Executive Director Kuruvilla and Director Mike Szpylman presented the preliminary FY2019/20 annual balanced budget at \$17.2 million, a 2.5% decrease from last year. The operating budget has decreased by .12% from the current year budget. Total revenue is \$14.3 million. 55% of revenue is from fees and charges with 40% from taxes. The goal is to meet at least 95% of the budget for fees and charges; in 17/18 it was 90% and in 18/19 it is 93%. Total Gurnee Park District expenditures are \$17,166,336 which includes the operating budget, debt service and capital projects.

ACTION ITEMS

A motion was made by Michelle Klemz to approve carnival rides in Viking Park north parking lot for Gurnee Days 2019 pending the details being worked out to the satisfaction of Gurnee Days Corporation, Gurnee Park District and the Village of Gurnee and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker. Motion passed.

A motion was made by Gerry Crews to approve the lowest responsible bid from Efraim Carlson, Inc, Libertyville, IL for construction of Viking Park Maintenance Facility at a cost of \$1,325,070 including alternate #1 and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Paddock, Crews, and Goshorn. Nays: none. Absent: Baker. Motion passed.

A motion was made by Vicki Paddock to approve the affiliate agreement with the Blue Devil Swim Club as presented and was seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Crews, Paddock, and Goshorn. Nays: none. Absent: Baker. Motion passed.

A motion was made by Michelle Klemz to approve the salary tables for FY 19/20 as presented and was seconded by Gerry Crews. Roll call vote taken. Ayes: Paddock, Klemz, Crews, and Goshorn. Nays: none. Absent: Baker. Motion passed.

A motion was made by Vicki Paddock to approve purchase of a 2019 F-250 4x4 pickup truck at a net cost of \$21,141 from Landmark Ford Inc., Springfield, IL and the purchase of a 2019 F-350 4x4 pickup truck at a net cost of 33,226 from Bob Ridings Ford, Taylorville, IL and was seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Klemz, Crews, and Goshorn. Nays: none. Absent: Baker. Motion passed.

A motion was made by Gerry Crews to approve the purchase of a 2019 Vermeer BC1400 Drum Style Wood Chipper from Vermeer-Illinois Inc., Aurora, IL in the amount of \$48,849.00 through the joint purchasing program; Sourcewell and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Klemz, Crews, and Goshorn. Nays: none. Absent: Baker. Motion passed.

OTHER BUSINESS

A motion was made by Gerry Crews to enter executive session at 8:50pm to discuss:

- 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)(5))
- 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)(2))

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

A motion was made by Gerry Crews to return to open session at 9:05pm. Motion seconded by Michelle Klemz. On voice vote, all voted aye and the Board returned to open session.

A motion to adjourn was made by Gerry Crews and seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 9:05pm.

James G. Goshorn, President

Michelle Klemz, Secretary