

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
December 20, 2011

President Baker called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. The President asked for a roll call. Commissioners present: Libby Baker, Vicki Paddock, Michelle Klemz, Gerry Crews, and Jim Goshorn. Commissioners absent: none. Also present: Jeff Reinhard, Acting Director and Supt. of Parks; Lisa Sheppard, Supt. of Recreation, Michael Szpylman, Supt. of Business; Jennifer Gilbert, Marketing/PR Manager and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

A motion to accept the regular meeting minutes of November 15, 2011 as presented was made by Jim Goshorn and seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Paddock, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion carried.

A motion to approve the vouchers list dated 12/15/11 in the amount of \$1,416,667.62 and the supplemental vouchers list dated 12/20/11 in the amount of \$32,009.29 was made by Michelle Klemz and seconded by Jim Goshorn. Roll call vote taken. Ayes: Crews, Paddock, Goshorn, Klemz and Baker. Nays: none. Absent: none. Motion carried.

The financial and treasurer's reports were reviewed. Commissioner Crews questioned the \$13,000 expense for tree removals. Jeff Reinhard explained that a vendor had to be hired to remove five large trees at Churchill Hunt Park that were dead and eight damaged willow trees at Prairie Oaks Park. New trees will be planted at Prairie Oaks Park but replacement trees will not be necessary at Churchill Hunt. Commissioner Goshorn asked about \$5,910 in heating repairs at the Viking Park Bungalow. There were three cracked heat exchangers. There were no questions on the Treasurer's report.

There were no visitor comments.

Acting Director Jeff Reinhard commented on the Parks report. Vineyard Park remodeling is complete except for seeding. Grading has also been completed. There has been vandalism to locked soccer goals at Southridge Park. A group that was using the fields without authorization vandalized the chains in order to use the goals. Chains will be padlocked in the future. Jeff stated that staff will address field permits in the new strategic plan and will discuss increased communication with the police department.

Lisa Sheppard commented on the Recreation report. January 1 begins the fitness center promotion. High school intramurals are going very well. Commissioner Crews congratulated Matthew Vanderkamp who recently received the Marcy Adams Spirit Award from the Illinois Park and Recreation Association.

Mike Szpylman commented on the Business report. He stated that staff has completed the first week of on-site training with Vermont Systems on RecTrac software. A second week of setup training has been scheduled in January and transactional training will take place in February. Much has been learned and accomplished in the first week. Commissioner Paddock congratulated Mike and the business staff on receiving the Distinguished Budget Award from the Government Finance Officers Association.

Jennifer Gilbert commented on the Marketing report. She noted that the brochure bid specification asked for three-year pricing. The opportunity to stay with a printer over several years will be beneficial. She was glad that Hagg Press will continue to print the brochure this coming year because we have a good history with this firm and there will be challenges because of the new software changes. Commissioner Crews asked if there has been any feedback from residents regarding why we don't use local printers. Jennifer answered that there has been no feedback but printers that can meet the specifications are few. Because of time constraints with delivery and mailing, the specifications of the bid require printing to be done on site and the firm to be within a certain radius of Gurnee. Staff does solicit local bids but typically, they are higher. Jennifer noted that this new contract is for one year but the District has the opportunity to contract with Hagg for the second or third year without the need to go out to bid again.

Director Kuruvilla was away on vacation. Her written report was reviewed. Lisa Sheppard thanked the Board for their help at Breakfast with Santa. Feedback from participants was positive. Board members noted that the volunteers were friendly, fun, and hard working.

ACTION ITEMS

A motion was made by Jim Goshorn to approve Ordinance #11/12-5 abating taxes for the year 2011 to pay the debt service on the \$6 million general obligation bonds series 2001 (alternate revenue sources) issued to finance construction of the aquatic center. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Klemz, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the non-exclusive drainage and detention easement agreement with the Village of Gurnee as presented. Motion seconded by Gerry Crews. Jeff Reinhard explained that the detention area is adjacent to the Public Works facility and was agreed to between the Park District and Village. The agreement is a housekeeping issue that should have been completed several years ago and was simply never done. Roll call vote taken. Ayes: Crews, Klemz, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to accept the lowest responsible bid from Hagg Press, Inc., Elgin, Illinois for the printing of four program brochures and one supplemental brochure for \$58,231. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Crews, Klemz, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to approve Resolution #11/12-2 approving the Declaration of Trust of the Illinois Institutional Investors Trust, authorizing the execution thereof, and authorizing the executive director and treasurer to act on behalf of the Gurnee Park District. Motion seconded by Jim Goshorn. Mike Szyplman explained that the Resolution allows the Park District to participate in the Illinois Institutional Investors Fund. The Illinois Park District Liquid Asset Fund (which the Park District participated in) and the Illinois Institutional Investors Trust were both managed by PFM Asset Management LLC and both had the same investment policies and objectives. PFM suggested merging these two funds. Fees are lower and investment returns are a little higher in IIIT. The merger does not impact the security of the investment. Mike and Susie are both comfortable with this. Roll call vote taken. Ayes: Crews, Klemz, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

In other business, Jeff Reinhard noted that the Viking Park office would be closed to the public as of tomorrow for refinishing of the dance hall and dance room floors.

A motion to adjourn was made by Jim Goshorn and seconded by Gerry Crews. On voice vote, all voted aye. The meeting adjourned at 7:40 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary