

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
March 15, 2016

President Jim Goshorn called the regular meeting to order at 6:00 pm and led the Pledge of Allegiance. 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 Libby Baker 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)(1)
- litigation when an action against, affecting, or on behalf of the particular body has been filed and is pending in a court or administrative tribunal, or when the public body finds that such an action is probable or imminent in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5ILCS 120/2 (c)(11)

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 Gerry Crews to return to open session at 6:57 pm. Motion seconded by Vicki Paddock. On voice vote, all voted aye.

The President led the Pledge of Allegiance and asked for a 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; Chris Marzano, Youth Athletics Supervisor; Sue McDougle, Facility Manager; Lori Friedl, Rental Coordinator; Nichole Todd, Business Services Coordinator; Kara Moss, Aquatic facility manager; Pat Bodame, group fitness supervisor; Chelsi Todd, Recreation team assistant and Suzanne Gage, Administrative Assistant.

A motion was made by Gerry Crews to approve the minutes of the regular meeting of February 16, 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 Libby Baker to approve the minutes of the executive meeting sessions I and II on February 16, 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 to approve the total bills, payouts and payroll in the amount of \$735,679.75 presented on March 15, 2016 was made by Gerry Crews and seconded by Michelle Klemz. 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.

Aquatic Facility Manager Kara Moss presented the IAPD/IPRA Community Service award to Danielle Friedl. Danielle is a 10-year employee and a long time volunteer. Since 2001, Danielle has volunteered at over 50 events at the Park District. She became an employee in 2006 and has worked as a birthday party attendant, building attendant, rock wall attendant, lifeguard, swim instructor, pool attendant, pool manager, swim lesson manager, customer service manager, and swim lesson coordinator. Danielle is also the first person to volunteer at aquatic special events hosted at our facilities.

Though she has a full time job as an anesthesia technician, she still works at the Park District as much as she can. Many young employees in the Aquatic Department look up to Danielle for guidance and advice in their life. Kara said “Over the years, I’ve seen Danielle grow into a mature, confident, and dependable employee. She surpasses any challenge that comes her way and strives for others to do the same. Her tremendously hard work ethic is contagious and a great example for all to see. Danielle plays a key role in our Aquatic Department that the Gurnee Park District is extremely grateful for.” Danielle was applauded by the many family, friends, co-workers and Fire department employees who attended the meeting in her honor.

Susie Kuruvilla introduced the “GO Gurnee” community health and wellness initiative. The idea evolved from a speech she heard by the U.S. Surgeon General on the simple act of walking having the power to transform health. She noted that Jennifer Gilbert is chairing the walking program. The committee includes Beckie Korzyniewski, Sue McDougle, Pat Bodame, and Chris Marzano. The leadership team is also involved in its success. Jennifer presented the ideas for a walking program for our community-to get our community moving. The mission statement states that it is a local wellness movement designed to increase people’s health and well-being through activities, education and community collaboration. There will be a Facebook page and a website and the other taxing bodies will promote this to their own constituent base. The walking program is the first initiative of the movement. There will be a kickoff rally on May 1 in Viking Park. Susie thanked Jennifer and the committee for their work on this.

Department heads discussed their written reports and answered questions.

Director of Parks and Planning Jeff Reinhard discussed his report. He discussed the kitchen renovation, which is coming along well. He noted that the aquatic center waterfall repair can be started when the board approves the vendor at this meeting. He has confidence in the vendor. The Board must approve a Resolution that was prepared by our attorney in order to waive bidding for the project because of the specific expertise required.

Recreation Director Scott Crowe presented his report. He introduced Chelsi Todd, the new Recreation team assistant and volunteer coordinator. She has met with Linda Brogren and Dee Dee Chiang as well as Liz Gnippe. She is completing her degree at North Park University and has worked with volunteers at Bethel Lutheran Church.

Scott noted that we have submitted the application for IPRA Distinguished Accreditation. The staff only needs to update what we have done in the past five years.

Commissioner Crews noted that camp registration is up 200 participants and preschool is doing very well. Scott noted that the camp program is the preferred location in our community.

We have 6448 fitness members at this time.

Business Services Director Mike Szpylman discussed the line item transfer in the budget and appropriation ordinance that will be an action item. He also discussed the three new Business Services Board policies that have been prepared for action.

Marketing/PR manager Jennifer Gilbert reported that the FitNation promotion “Lucky 7” is going very well. The staff has been working on a Brand standards presentation and handbook for staff. It will include graphic/logo use, copywriting and communication standards and guidelines.

Susie discussed the preliminary budget that will be approved at the April meeting. Mike and the other directors have done an amazing job preparing it, she stated. It is a balanced budget once again. The total proposed budget is \$15,867,022, which is a 1.5% decrease from last year’s budget. Of the total budget, \$1,739,590 is for capital projects and \$2,782,210 is for debt service payments. The total operating budget is \$11,345,222, which is 3% higher than last year’s budget. There are modest increases throughout the line items of the operating budget.

Mike Szpylman presented the details of the budget document. He noted that in this current fiscal year ending April 30, he estimates meeting 98% of budgeted revenue and 95% of operating expenses. In the upcoming fiscal year 16/17, the revenue split is 57% fees/charges and 37% taxes. The Board suggested researching other park districts split between taxes

versus fees/charges. Staff will again apply for the GFOA Distinguished Budget Award and the GFOA Certificate of Excellence in Financial Reporting. Mike thanked Nichole Todd who worked with Katie Burgess to prepare the very nice layout of the budget document.

Director Kuruvilla praised the Business Services team; they have received the GFOA award for the 18th consecutive year.

She noted that the Strategic plan process is underway. She has met with the facilitators to discuss a firm to perform a community survey. The Board will plan for a workshop with the facilitators in April or May. Possible dates will be sent out via a poll.

ACTION ITEMS

A motion was made by Vicki Paddock to approve the three-year capital projects plan as presented. Motion seconded by Gerry Crews. The Board discussed the Spaulding School and River Trails School playground upgrades. Because we use those schools for our CARE program and District 56 does not charge for that; the District will share the costs of the playground updates 50-50 with the school district. 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 the salary range structure for FY 16/17 as presented. 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 Gerry Crews to approve Resolution #15/16-3 authorizing a contract for repair of the waterfall structure at Hunt Club Park Aquatic Center by Pool Technologies, Wheeling, IL at a cost not to exceed \$66,000. 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 Vicki Paddock to approve Ordinance #15/16-12 amending the FY 2015/2016 Budget and Appropriation Ordinance as presented. Motion 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 approve amusement rides in Viking Park north parking lot for Gurnee Days 2016 pending the details being worked out to the satisfaction of the Gurnee Days Corporation, Gurnee Park District and the Village of Gurnee as presented. 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 approve the intergovernmental cooperative purchasing agreement with National Purchasing Partners as presented. 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 approve the purchase of playground equipment for Ravinia Park from Reese Recreation, Arlington Heights, IL at a cost of \$124,780. 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 approve the purchase of a 2016 F-250 2-wheel drive pickup truck at a net cost of \$17,684 and a 2016 F-350 4-wheel drive pickup truck at a net cost of \$31,469 from Morrow Brothers Ford, Greenfield, IL. 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 the Internal Control Policy as presented. 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 Libby Baker to approve the Annual Operating Budget Policy as presented. 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 Gerry Crews to approve the Debt Issuance and Management Policy as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

OTHER BUSINESS

It was noted that the Park District had an agreement with Wetlands Mitigation of Illinois to share profits from the sale of wetland credits on Park District property in the Village Park area. The Executive Director stated that its President, John Ryan, was a man of high integrity and a wonderful person to work with. GPD just received the final check for \$116,000. The money will be used for capital projects.

A 10 minute recess was called at 8:50 pm. The Board returned to open session at 9:00 pm and a motion was made by Michelle Klemz to enter executive session at 9:00 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)(1))
- litigation when an action against, affecting, or on behalf of the particular body has been filed and is pending in a court or administrative tribunal, or when the public body finds that such an action is probable or imminent in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5ILCS 120/2 (c)(11)

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

A motion was made by Vicki Paddock to return to open session at 9:13 pm. Motion seconded by Gerry Crews. On voice vote, all voted aye and the motion passed.

A motion to adjourn was made by Michelle Klemz and seconded by Gerry Crews. On voice vote, all voted aye. The meeting adjourned at 9:13 pm.

James G. Goshorn, President

Michelle Klemz, Secretary