

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
February 15, 2011

Board Vice President Vicki Paddock called the regular meeting of the Gurnee Park District Board of Commissioners to order at 7:00 p.m. The Vice President led the Pledge of Allegiance and the roll was called. Commissioners present: Vicki Paddock, Russ Johnson (on the telephone), Michelle Klemz and Jim Goshorn. Commissioners absent: Libby Baker. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation; Mike Szpylman, Supt. of Business; Jennifer Gilbert, Marketing & Public Relations Manager, Linda Brogren, Volunteer Coordinator; Sabrina Hinkens, Youth Recreation Supervisor; and Suzanne Gage, Administrative Assistant. Please refer to the attendance record for other visitors.

A motion was made by Jim Goshorn, seconded by Michelle Klemz to allow Commissioner Johnson to participate in the board meeting by telephone since he is unable to attend due to his employment. On roll call vote, Klemz, Paddock and Goshorn voted aye.

A motion to accept the regular meeting minutes of January 18, 2011 as presented was made by Michelle Klemz and seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Johnson, Paddock and Goshorn. Nays: none. Absent: Baker. Motion carried.

A motion to approve the vouchers list dated 2/9/11 in the amount of \$474,183.37 and the supplemental vouchers list dated 2/15/11 in the amount of \$25,779.74 was made by Jim Goshorn and seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Johnson, Paddock and Goshorn. Nays: none. Absent: Baker. Motion carried.

The financial and treasurer's reports were reviewed without comment.

There were no visitor comments.

Vice President Paddock presented Community Service Awards to those who were nominated this year by the Gurnee Park District. These awards are presented jointly with the Illinois Association of Park Districts and Illinois Park and Recreation Association. The Park District honors those employees, volunteers, elected officials and civic leaders who go above and beyond assisting the Park District. Those honored at this meeting and presented with plaques were:

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| Anna Swain | Youth Program Supervisor Sabrina Hinkens said that Anna is a highly valued member of the CARE, K-Care and camp teams. She is a five-year employee and Sabrina characterized her as very caring, reliable, trustworthy and fun to be around. She has a wonderful maternal instinct with the children and parents' minds are put at ease knowing their children are safe in her care. She always goes above and beyond and is always willing to come in early or stay late. Sabrina said these programs would not be the same without her. Lisa Sheppard stated that we are lucky to have quality adult staff like Anna, who mentors the high school staff that she works with. |
| Daniela Medina | Volunteer Coordinator Linda Brogren said that Daniela's reason for volunteering was to take her mind off her struggle in fighting cancer. No matter what the reason, some individuals stand out because of the exceptional job they do, and Daniela is one of these volunteers. Daniela did a great job. She was relied on by staff and received accolades from participants and parents. She was very conscientious, taking her commitments very seriously. Daniela volunteered in the 5-days/week full day Discovery camp all the while going through chemotherapy. She had planned to volunteer for two sessions of camp and because of her sense of responsibility, agreed to a third session when asked by her site director. Daniela also volunteers year round in special events. Linda said Daniela is receiving this award because she is an exceptional volunteer and not because of her reasons for volunteering. She deserves this award because of her excellent work and how well she represents the GPD. |

Board members congratulated these award winners and Commissioner Paddock presented a plaque to each.

Jeff Reinhard presented the Parks Department report. He stated that his staff did a great job with snow removal after the blizzard. Tom Schneider got to work by snowmobile and prepared for the rest of the staff to make it in on Wednesday. Ice rinks at Petersen and Betty Russell Parks were open by the weekend. The ice season has probably ended now that it is warming up. There was not very much tree damage done by the storm. Commissioner Klemz complimented staff on the snow removal in her area.

Jeff reported on the progress in construction of the Hunt Club restroom facility. The Village will be inspecting insulation tomorrow. Then the ceilings will be installed. Heaters are in and working. The outside is finished except for caulking. Interior painting will take place when the ceiling is installed. Then the plumber will come in and install the fixtures. The building will be completed for spring soccer.

Commissioner Goshorn asked whether GPD pools are now compliant with the Virginia Graeme Baker Act. Jeff stated that both the aquatic center and Gages Lake pool have been retrofitted with the correct drain covers.

Jeff reported that the Village Forester said that the Emerald ash borer is in eastern Gurnee including at Churchill Hunt Park and Christine Thompson Park. The borer has not been found west of I-94 yet. The Park District will eventually need to replace about 100 ash trees throughout our parks. Many of the ash trees are in Betty Russell and Southridge Parks. The Village will require a homeowner as well as the Park District, to remove a damaged tree on its property. In a natural area such as woods, we will not be required to remove a damaged tree but if a tree eventually creates a hazard near a pathway, staff would remove it. Jeff noted that the Landscape team has diversified the species of trees available through our tree dedication program. Commissioner Klemz asked if the ash trees could be treated. Jeff stated that it would have to be started before the tree was infested, done every year thereafter and it would be cost prohibitive for the District.

Lisa Sheppard reviewed the Recreation Department report. Matthew Vanderkamp and Chris Marzano are working well with Woodland staff on the basketball program. Participation at Frosty Fest was down because it was the coldest day of the year. She commended the Rec team for their assistance that night getting volunteers in and out. The Enchanted Evening event is this weekend and both seatings are full with 135 in each. Dance recital session is doing great. Enrollment has rebounded from the down economy with over 300 students. There will be three or four recital shows in May. Sue McDougale and Sabrina Hinkens have been to camp fairs and as of now we are not accepting any more applications for camp or aquatic positions for the summer. For example, there are 216 applications for eight camp openings. The fitness promotion ends at the end of the month. Preschool is operating at 95% capacity at Hunt Club and 86% at Viking; the overall average is 90%.

Mike Szpylman presented the Business Department report. Budget is well underway and staff is on schedule to present the preliminary budget at the March meeting. He commended JoEllen Roebuck and Kim McCormack for their efficient processing of the aquatic center applications. The early renewal period ended right after the blizzard and they quickly got through the stacks of paperwork. Front desk staff is being kept busy with the fitness promotion and camp and preschool registrations. Mike also noted that he is going through due diligence on plans for the conversion of recreation registration software and financial software. He and the Director have met with the sole proprietor of a consulting company whose services would include the investigation, selection, agreement negotiation, training and implementation processes as well as working with the IT service provider to analyze network capabilities. A proposal is expected shortly. The firm has assisted other park districts very successfully.

Marketing/Public Relations Manager Jennifer Gilbert presented her Department report. Staff is currently promoting aquatic center early bird sales. With the warmer weather expected later this week, they will also make additional efforts through direct e-blasts. Ads are running on radio stations WXLG and WKRS promoting the season passes. The spring brochure in its new format as well as the annual report is at the printer. She stated that she looks forward to the Board's feedback on the new brochure design. Jennifer reported on some of the educational sessions she attended at the State conference. Jennifer also noted that cable and on line advertising will begin shortly.

Director Kuruvilla presented her report. She invited board members to attend the IAPD legislative conference and “Parks Day at the Capitol” May 3-4 and to let staff know so that arrangements can be made.

She thanked Jennifer and Mike for putting together the annual report to the community that will be an insert in the spring brochure. She also thanked Jennifer and Brenda Sorensen for re-vamping the brochure. She said it looks very sharp.

Real estate assessment appeals received from the Lake County Board of Review were discussed. The District’s attorneys have advised that the cost to contest the appeals is greater than the benefit and therefore they do not recommend moving in that direction.

The Director asked the Board for feedback on the proposed Board attendance policy. If a member misses three consecutive meetings or six meetings in the course of 12 months, the Board could declare the office vacant. If in agreement, this policy can be included as an action item in March. Commissioner Goshorn said it makes sense and it’s an important policy to have in place even though we haven’t had a problem. He continued by saying “it’s an appropriate step that supports the governance we are responsible for and ultimately protects the community and the District whatever the reasons for the inability of a board member to attend to the position appropriately.” Board members agreed that it should be an action item on the March agenda.

The Director noted that the current Strategic plan expires this year and that most of the strategic goals will be completed by that time. The District will need to determine a facilitator to give some guidance. She will come to the Board with some recommendations after researching options. The District will also conduct a new community survey. The Director recommended using Leisure Vision once again. The Board concurred. She will contact them for a proposal.

ACTION ITEMS

A motion was made by Jim Goshorn to approve the three year capital projects plan as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Johnson, Paddock and Goshorn. Nays: none. Absent: Baker. Motion carried.

A motion was made by Michelle Klemz to approve carnival rides in Viking Park north parking lot for Gurnee Days 2011, pending the details being worked out to the satisfaction of the Gurnee Days Corporation, Gurnee Park District and the Village of Gurnee. Motion seconded by Jim Goshorn. Roll call vote taken. Ayes: Klemz, Johnson, Paddock and Goshorn. Nays: none. Absent: Baker. Motion carried.

The Vice President called for a five minute recess at 7:50pm. The meeting resumed at 7:55 pm.

A motion was made by Jim Goshorn to enter executive session at 7:55p.m. to discuss:

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

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

A motion was made by Jim Goshorn to return to open session at 9:09 p.m. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

A motion was made by Jim Goshorn to release executive session minutes dated 8/17/10. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

A motion to adjourn was made by Michelle Klemz and seconded by Jim Goshorn. On voice vote, all voted aye. The meeting adjourned at 9:09 p.m.

Libby A. Baker, President

James G. Goshorn, Secretary