

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
May 21, 2013

President Goshorn called the meeting to order at 7:00 p.m. and dispensed with the Pledge of Allegiance as it was recited earlier.

The Park Board selected Vicki Paddock as president pro tem to conduct the meeting prior to the election of officers.

Secretary Michelle Klemz administered the oath of office to Commissioners Libby Baker, Jim Goshorn and Vicki Paddock, who have been re-elected to new four-year terms.

President pro tem Paddock asked for a roll call. Commissioners present: Libby Baker, Vicki Paddock, Gerry Crews, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Scott Crowe, Supt. of Recreation; Mike Szpylman, Supt. of Business; Jennifer Gilbert, Marketing Manager and Suzanne Gage, Administrative Assistant. There were no visitors.

Election of officers was conducted:

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

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

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

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

A motion to appoint the firm of Lauterbach & Amen LLP as Park District auditors was made by Libby Baker and seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. 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 Gerry Crews. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

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

Mike Szpylman explained the new setup of the payables list because of the transition from AEK to the new Incode system. In May and June there will be two separate payables lists as we transition from AEK processing to Incode for payroll and accounts payable transactions. A summary sheet has been prepared for simplicity of Board action.

A motion to approve the total bills, payouts and payroll of \$505,313.85 presented on 5/21/13 was made by Libby Baker and seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Goshorn, Crews, Klemz and Baker. Nays: none. Absent: none. Motion passed.

The financial and treasurer's reports were reviewed. The Director noted that the District met 99% of the budgeted revenue this year, which she said is excellent. The goal is to meet at least 95% of budgeted revenue each year. In comparison to the previous year, program revenue increased 4% in FY 12/13. It also increased 4% the previous fiscal year. This is exceptional, considering the state of the economy. The Board was grateful for the excellent management of the budget.

There were no visitor comments.

Jeff Reinhard discussed the Parks Department report. Effort is going into getting the aquatic center prepared for the opening on May 25. The pool has been filled. Minor painting was done to the pool itself. The sand play area was replenished. Paths will be added to Hunt Club and Betty Russell Parks for ADA accessibility to the soccer fields. A new batting cage has been installed at O'Plaine Park. Gurnee Youth Baseball funded a portion of the turf inside.

Scott Crowe reviewed the Recreation Department report. Staff is ready to open the pool this weekend. Tim Beckman has been hired as full time Aquatic Manager. He previously served as GPD aquatic coordinator. Fitness visits were very strong this past month. Family Fun Day was well attended even though it was a cold day. Dance recitals were held last weekend and preschool had moving up and graduation ceremonies. Kelsey Crecchio and Patrick Poore-Christensen are Recreation interns this summer.

Mike Szpylman presented the Business Department report. He noted that next month's financial reports will come totally from the new "Incode" system. He invited board members to request reports they would like to have. Charts and graphs were suggested regarding actual versus forecast in budgeting. Reports can evolve over several months. It was noted that Judy McCandless retires on May 31 with almost 30 years of service to GPD. With Judy's retirement, a business services coordinator has been hired. Sean Aldrich starts on May 28. Susie commended Mike for his leadership in the transition to Incode and for all of the work his team has done.

Jennifer Gilbert presented the Marketing report. Staff is promoting and advertising summer special events. Farmers market begins soon. Jennifer is working with the Village and Bittersweet golf course for "Families on the Fairway" event on June 8. Signage has been placed at Ravinia Park for the grant meeting to be held on May 23. Customers who live in the vicinity received an e-blast.

Director Kuruvilla presented her report. A 12-month update of goals and objectives was reviewed. Most items have been completed but those not completed are being transferred to the new year. Board members were asked to attend the Christine Thompson Park Re-dedication on May 28.

ACTION ITEMS

A motion was made by Gerry Crews to approve the Budget & Appropriation Ordinance #13/14-1 as presented. Motion seconded by Libby Baker. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve Resolution 13/14-1 approving purchase of real estate at 235 S. O'Plaine Rd., Gurnee near O'Plaine Park for \$330,000 and giving authority to the President, Secretary and Executive Director to execute the real estate contract. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve the Gurnee Park District annual calendar for fiscal year 2013/14 as presented. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Libby Baker to approve the fiscal year 2013/2014 goals as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the affiliate agreement with Warren Wave as presented. Motion seconded by Libby Baker. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to set July 23 at 5:30 p.m. as the date for a park tour and publish it as a meeting. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

There was no other business.

A motion was made by Vicki Paddock to enter executive session at 8:08 p.m. to discuss

- 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)(5)
- and 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. 5 ILCS 120/2 (2 (c) (1).

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

A motion was made by Michelle Klemz to return to open session at 8:55 p.m. Motion seconded by Libby Baker. On voice vote, all voted aye.

A motion was made Libby Baker that in honor of Judith McCandless' retirement, she is awarded lifetime free participation in non-contractual park district programs. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Goshorn and Baker. Nays: none. Absent: none. Motion carried.

A motion to adjourn was made by Vicki Paddock and seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 8:57 p.m.

James G. Goshorn, President

Michelle Klemz, Secretary