

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
March 17, 2015

President Goshorn called the meeting to order at 6:00 p.m. He asked for a roll call. Commissioners present: Vicki Paddock, Gerry Crews, Libby Baker, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director and Suzanne Gage, Administrative Assistant.

A motion was made by Michelle Klemz seconded by Gerry Crews to enter executive session at 6:06 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) On roll call vote, Ayes: Klemz, Baker, Paddock, Crews and Goshorn. Nays: none. Absent: none. Motion carried. No other person was included in the executive session.

A motion was made by Michelle Klemz to return to open session at 7:00 p.m. Motion seconded by Vicki Paddock. On voice vote, all voted aye. A five minute recess was called.

The President called the open session to order at 7:05 pm and led the pledge of allegiance. He asked for a roll call. Commissioners present: Vicki Paddock, Gerry Crews, Libby Baker, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Michael Szpylman, Supt. of Business; Scott Crowe, Supt. of Recreation; Jennifer Gilbert, Marketing/PR Manager; Linda Brogren, Volunteer Coordinator and Suzanne Gage, Administrative Assistant. Please see the attendance sheet for visitors.

A motion was made by Libby Baker to approve the minutes of the regular meeting of February 17, 2015. The motion was 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 Gerry Crews to approve the minutes of the executive meeting of February 17, 2015 as amended. The motion was seconded by Michelle Klemz. 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 \$884,095.43 presented on March 17, 2015 was made by Gerry Crews and seconded by Libby Baker. 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 visitor comments but there were none.

President Goshorn presented the Community Service award to volunteer Juan Vasquez. Juan was nominated by volunteer coordinator Linda Brogren. Linda said that Juan has been volunteering at the Park District for the past three years, helping at the majority of our special events. What is special is he does not volunteer to satisfy any church or school requirements. He volunteers to be involved in the community and because he loves the Gurnee Park District. Juan always does an exceptional job and will do more than asked. He is reliable as well as polite and respectful. During Gurnee Days, Linda realized just how much she can count on Juan. She was short-handed in some areas during the weekend and every time she reached out to Juan, he agreed to help. He comes through when he is most needed. She stated that Juan truly deserves the Community Service Award. Juan received a big round of applause from the board and staff present, as well as his family members.

Department heads reviewed their written reports with the Board. Scott Crowe noted that Erin Kilroy has been promoted to full time as the aquatic coordinator. Erin has been an employee since 2006 and worked in every position in aquatics through the years.

Frosty Fest was discussed and consensus was that this should be a “one-shot event” in the future – the board felt it is too much to try to re-schedule the event. The advertising should note that the event is subject to cancellation due to adverse conditions.

Susie Kuruvilla and Mike Szpylman presented an overview of the FY15/16 Preliminary Budget. The total proposed budget is \$15,470,516, which is a 6% decrease from last year’s budget. The decrease is due to less capital projects this year than last year. It is a balanced budget. Of the total budget, \$1,633,750 is for capital projects and \$2,800,012 is for debt service payments. The debt service payment includes \$357,563 fund transfer from the FitNation budget to Capital Replacement/Development fund for future debt payments on the FitNation facility. The total operating budget is \$11,006,754, which is 3.5% higher than last year’s budget. No new full time positions were added to the budget. The consumer price index for 2014 is 1.5%. The Director and Supt. of Business answered questions. The final budget will be presented for Board approval at the April 21 regular meeting.

The Director announced that the Park District received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the 17th consecutive year. The Board thanked Mike Szpylman and the business team and congratulated them for the award that represents outstanding work.

Jeff Reinhard presented a scaled-down plan for the remodel of Ravinia Park since the District did not receive the OSLAD grant to cover \$400,000 of the project. The tennis/pickleball court, basketball court and sand volleyball court will be built. There will be more funding for the playground area, especially since this current playground is almost 20 years old. Staff will construct the playground. Major items that will be removed from the project include a softball field, boardwalk and gazebo over the wetlands, some site furniture and landscaping costs. The Board asked that staff communicate with the residents about the revised project.

The Director presented preliminary architectural drawings for the vacant spaces at FitNation. Plans include a multipurpose room for martial arts programming, a small conference room, bathrooms and storage. The architect’s current estimate is \$879,000-\$1,100,000. The Board discussed funding for the project. It will be discussed in more detail at the April Board meeting.

The Board reviewed a proposed policy on assistance to Homeowner Associations. Each HOA will be allowed to request assistance with one event per year in their neighborhood park. Amenities available include a tent, trash receptacles, picnic tables and portable charcoal grill. The rental coordinator administers this program, coordinating with the Parks Department. Commissioner Baker suggested that records be maintained on how much is spent assisting this kind of event. No overtime can be incurred by Parks staff because of staffing an event. The policy will be an action item at the April board meeting.

The Board discussed the proposal submitted by TNG Wireless to place a “monopine” telecommunication (cell) tower and facility for T-Mobile in either Cedar or South Park. \$12,000 per year would be paid in monthly installments for a five year lease with four (4), five (5) year options. After discussion and review of sample photos, Board consensus was that they don’t want to set a precedent and allow this on Park property and commercialize the park in this manner. It was stated that “it is a detriment to our parkland which we hold to the benefit of our community”. The consensus was not to go forward with this concept.

ACTION ITEMS

A motion was made by Michelle Klemz to approve the three-year capital projects plan 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 Gerry Crews to approve the salary tables for FY 15/16 as presented. Motion seconded by Vicki Paddock. The Management Association is proposing to adjust salary tables by 2%. It was noted that this does not infer that an individual employee will receive an increase. Increases are based on merit only. 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 Ordinance #14/15-8 amending the FY 2014/2015 Budget and Appropriation Ordinance as presented. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

There was no other business.

A motion was made by Michelle Klemz to enter executive session at 9:24 pm 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)
- Discussion of minutes of meetings lawfully closed, whether for approval of the minutes by the body or semi-annual review of minutes. 5ILCS 120/2(c)(21)

Motion was seconded by Vicki Paddock. 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 Gerry Crews to return to open session at 9:35 p.m. Motion seconded by Vicki Paddock. On voice vote, all voted aye.

A motion was made by Michelle Klemz to approve a 5-year lease agreement with Heavenly Massage of Gurnee as presented. Motion was seconded by Libby Baker. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

The Board gave direction on the director evaluation process. Each commissioner will complete a written review by Monday, April 6 and send it to the administrative assistant. She will compile all reviews into a master form and send it to each of them by Friday, April 10. The Board will meet in executive session at a special board meeting on April 14 at 6:30 pm to continue their preparation. They will meet with the Director in executive session at the April 21 regular board meeting.

A motion was made by Gerry Crews to enter executive session at 9:47 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)

Motion was seconded by Michelle Klemz. On roll call vote, Ayes: Klemz, Baker, Paddock, Crews and Goshorn. Nays: none. Absent: none. Motion carried. No other person attended the closed session.

A motion was made by Michelle Klemz to return to open session at 10:00 p.m. Motion seconded by Gerry Crews. On voice vote, all voted aye.

A motion to adjourn was made by Vicki Paddock and seconded by Gerry Crews. On voice vote, all voted aye. The meeting adjourned at 10:00 pm.

James G. Goshorn, President

Michelle Klemz, Secretary