

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
July 19, 2016

President Goshorn called the regular meeting to order at 7:00 pm. He asked for a roll call. Commissioners present: Vicki Paddock, Libby Baker, Gerry Crews, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Director of Parks and Planning; Mike Szpylman, Director of Business Services; Scott Crowe, Director of Recreation; Jennifer Gilbert, Director of Marketing and Community Relations; Jamie Wilkey, Lauterbach and Amen; and Suzanne Gage, Administrative Assistant. There were no visitors at the meeting.

A motion was made by Michelle Klemz to approve the minutes of the regular meeting of June 21, 2016. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$1,311,929.48 presented on July 19, 2016 was made by Gerry Crews and seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

The financial report and treasurer's report were reviewed. There were no questions or comments.

The President opened the floor to visitors however there were no visitors.

Department directors reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard discussed the Ravinia playground project, which continues to go well. The contractor for the River Trail School playground is ready to start removing the old equipment next week. If the playground is not completed by the time school begins, it will be fenced off for safety. The pool is not leaking this year and the waterfall structure is sound. The cost for the waterfall repairs was well within budget.

Director of Recreation Scott Crowe discussed pool revenue. Sales of daily passes are up though memberships were down this year. Concessions are also doing well thanks to good weather.

The lifeguards received 'exceeds' on their first two Ellis audits of the season and both the lifeguard and junior lifeguard teams won the State lifeguard games for the 8th consecutive year. Final scoring hasn't been released yet.

He noted that there will be a two-day facility shutdown on August 15-16 at Hunt Club Park Community Center for annual deep cleaning. Carpet will be replaced in several areas and hardwood floors refinished.

The Board commented on the increase in preschool enrollment for the 2016/2017 school year to date. There are 229 enrolled compared with 168 at this time last year.

Director of Business Services Mike Szpylman introduced Jamie Wilkey, a partner with Lauterbach & Amen, who presented the audit. Ms. Wilkey noted that GPD is once again the first April year-end park district whose audit is being presented to their board. She complimented the staff for their excellent preparation and said it was a clean audit process. There are no new management letter comments. The previous comments have been implemented in the current fiscal year. Last year's audit received the GFOA Certificate of Achievement for Excellence in Financial Reporting. This year's audit will also be submitted. The audit opinion was also clean; an unmodified opinion was given, the highest opinion they

can give. The major change this year was implementation of GASB Statement No. 68 that shows IMRF unfunded obligation, which must now be transferred to the balance sheet. The Board suggested the following changes to clarify items in the audit: 1. On page MD&A 11, “Bonded” will be added to the chart title to state “Long term bonded debt – outstanding”. 2. Asterisks will be added to page MD&A 4 and 5 to clarify the change in “Non-current liabilities and net position – beginning”, due to the implementation of GASB Statement No. 68.

Director of Marketing and Community Relations Jennifer Gilbert discussed her report. Staff worked on the community meetings for strategic planning this month. Staff is also promoting many of the events going on throughout the District this summer. A Pokemon GO Gurnee event is being planned in Viking Park next week. Commissioner Crews shared that the Rotary Club was very complimentary to Pat Bodame, Shawn Zimmerman and Jennifer’s presentation to their Club regarding fitness. Jennifer stated that staff is always willing to present to community groups.

The Executive Director reviewed her report.

Gurnee Days is coming in just three weeks. Scott Crowe is president this year. Susie noted that our staff is very experienced in running the festival. The Park District float will be themed around GO Gurnee this year. Commissioner Baker complimented Scott on the new licensing agreement being put in place for Gurnee Days.

Strategic Plan update – President Goshorn updated the board on the two community meetings held last week. They were very positive meetings. Three primary questions were discussed in small groups – on facilities, on programming and on the future role of the Park District. The feedback was very exciting and will give the staff a lot to think about, assess and bring back to the Board. Susie Kuruvilla noted that people were interested in GO Gurnee as well as the need for adult programming and the District taking the lead on health and wellness. Discussion at the Thursday evening meeting included information on the ice rink idea being promoted for Gurnee. It was the appropriate meeting to bring forth this idea.

A very strong statement was made by one participant that the Park District is highly trusted by the community. We are looked to for leadership in the community to lead change and progress for the Village as a whole. There was focus on becoming an “all generational” park district, versus a park district focused on children’s activities. In response to a question on the need for a strategic planning survey, Susie Kuruvilla believes that it will not be necessary at this time. Jim complimented Chuck Balling and Charlie Williams for putting the program together and Jennifer Gilbert for organizing it.

ACTION ITEMS

A motion was made by Michelle Klemz to approve the Fiscal Year 2015/2016 audit including changes suggested at the meeting. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Libby Baker to approve the fund transfer of \$130,000 from the Corporate Fund and \$168,000 from the Recreation Fund to the Capital Replacement/Development Fund. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to purchase fitness equipment from Life Fitness as shown on the attached quote through the NJPA joint purchasing program at a cost of \$21,625. Motion seconded by Vicki Paddock. The expansion of the women’s workout area was discussed. It is being extended into the area where gravity equipment is currently housed. The equipment purchase is for the expansion. Roll call

vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the license agreement between Gurnee Park District and Gurnee Days Corporation for the use of Viking Park for Gurnee Days in August 2016. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Libby Baker to approve the Payment Card Industry (PCI) data security policy as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

OTHER BUSINESS

The July 25 special meeting for a park tour was discussed. The planned visits include: Garden plots at Mother Rudd House, Viking Park West, River Trail School playground, O'Plaine Park, Churchill Hunt Park, Vineyard Park, Timberwoods Park and Ravinia Park.

A motion to adjourn was made by Gerry Crews and seconded by Vicki Paddock. On voice vote, all voted aye. The meeting adjourned at 8:27 pm.

James G. Goshorn, President

Michelle Klemz, Secretary