

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
June 18, 2019

President Goshorn called the regular meeting to order at 7:00 pm. The President led the Pledge of Allegiance and asked for roll call. Commissioners present: Saundra Campbell, Vicki Paddock, Gerry Crews and Jim Goshorn. Commissioners Absent: Libby Baker. Also present: Susie Kuruvilla, Executive Director; Mike Wick, Director of Recreation; Jennifer Gilbert, Director of Marketing and Community Relations; Jeff Reinhard, Director of Parks; Kraig Owens, Safety Supervisor; Nathan Springberg, Intern; Marybeth Stone, Intern and Melissa Greenthal, Operations Analyst.

A motion was made by Gerry Crews to approve the minutes of the regular meeting of May 21, 2019. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Paddock, Campbell, and Goshorn. Nays: none. Absent: Baker. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$1,042,175.15 presented on June 18, 2019, was made by Vicki Paddock and was seconded by Gerry Crews. Roll call vote taken. Ayes: Paddock, Crews, Campbell, and Goshorn. Nays: none. Absent: Baker. Motion carried. Commissioner Goshorn noticed the refunds from FitNation. Director Szpylman indicated these are part of a promotion we ran earlier this year where new members receive their initiation fee back when they visit 25 or more times within the first 3 months. Commissioner Crews asked how the penetration is on postcards. Director Gilbert indicated the postcards are useful and target areas outside of the normal boundaries.

Commissioner Libby Baker entered the meeting at 7:09 PM.

The financial report and treasurer's report were reviewed. The focus for FY2018/19 was for the aquatics and fitness centers to meet its operational goals. Commissioner Crews noted the fitness revenue is \$200,000 under projected revenue for last fiscal year. Executive Director Kuruvilla indicated this is mostly due to membership numbers being under the projected numbers, but expenses are adjusted accordingly for a positive net result.

Commissioner Libby Baker announced her resignation as Park Commissioner for Gurnee Park District effectively immediately due to personal reasons. Staff and fellow commissioners thanked her for her service, time, and dedication to the park district.

President Goshorn presented the GFOA Awards to Director Szpylman. Gurnee Park District received a Certificate of Achievement for Excellence in Financial Reporting for the 21<sup>st</sup> time. President Goshorn also presented Gurnee Park District with the GFOA Budget Presentation Award.

Department Directors reviewed their written reports with the Board.

Director of Parks Jeff Reinhard reviewed the parks report. A new heat exchanger was installed at the aquatic center with some minor adjustments yet to be made. A second heater will need to be installed as a backup; this will be done before the end of the season without any interruptions to pool operations. The trenching for water, gas and electricity are in progress at Viking Park. As the trenching is complete the bricks will be installed.

Director of Recreation Mike Wick reviewed the recreation report. Fitness memberships are up 10 from this time last year. Summer camps are in progress and going well. Director Wick introduced the summer interns; Marybeth Stone and Nathan Springberg who will be with the park district through Gurnee Days.

Director Mike Szpylman reviewed the Business Services report. The audit is in progress with the final report to be made available at the July board meeting.

Director of Marketing and Community Relations Jennifer Gilbert reviewed her report. New apps are in progress for Gurnee Park District and FitNation. The apps will contain the most used portions of the website and make them accessible on a mobile app. This will allow for alerts and daily notices of scheduled activities.

Executive Director Susie Kuruvilla reviewed her report. A park tour was scheduled during the meeting for 5:30pm on Tuesday, July 23, 2019.

#### ACTION ITEMS

A motion was made by Vicki Paddock to approve the purchase and installation of HVAC system at FitStudio 3 in FitNation by Midwest Mechanical, Lombard, IL at a cost of \$65,132 and was seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Campbell, Paddock, and Goshorn. Nays: none. Absent: Baker. Motion passed.

A motion was made by Gerry Crews to approve a change order in the amount of \$27,768.00 from Total Paving for Viking Park Brick Pathway project and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Campbell, Paddock, Crews, and Goshorn. Nays: none. Absent: Baker. Motion passed.

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 2019 and was seconded by Gerry Crews. Roll call vote taken. Ayes: Campbell, Crews, Paddock, and Goshorn. Nays: none. Absent: Baker. Motion passed.

#### OTHER BUSINESS

A motion to adjourn was made by Gerry Crews and seconded by Vicki Paddock. On voice vote, all voted aye. The meeting adjourned at 8:10 pm.

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James G. Goshorn, President

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Saundra Campbell, Secretary