

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
April 21, 2020

President Goshorn called the regular meeting to order at 7:00 pm via Zoom video conferencing . The President led the Pledge of Allegiance and asked for roll call. Commissioners present: Vicki Paddock, Michelle Klemz, Gerry Crews, Sandra Campbell and Jim Goshorn. Also present: Susie Kuruvilla, Executive Director; Mike Wick, Director of Recreation; Jeff Reinhard, Director of Parks; Mike Szpylman, Director of Business Services; Jennifer Gilbert, Director of Marketing and Community Relations, and Melissa Greenthal, Operations Analyst.

A motion was made by Michelle Klemz to approve the minutes of the regular meeting of March 17, 2020. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Campbell, Klemz, Paddock, and Goshorn. Nays: none. Absent. None. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$934,841.31 presented on March 17, 2020, was made by Gerry Crews and was seconded by Vicki Paddock. Commissioner Paddock asked if there are any vendors who have been paid and events cancelled due to COVID-19 that will not provide a refund. Executive Director Kuruvilla indicated that no large expenses are incurred that we cannot get back at this time and many of the vendors will allow those funds to be used for an event at a later time. Commissioner Crews asked about the elevator payout. Director Reinhard indicated the elevator at Hunt Club would sometimes shutter and required a new lubricant. For future elevator maintenance and repairs the parks department is working on a service, maintenance and repair agreement with an elevator company. Roll call vote taken. Ayes: Klemz, Campbell, Paddock, Crews, and Goshorn. Nays: none. Absent. None. Motion carried.

The financial report and treasurer's report were reviewed.

The public was given the option to call in to the zoom line or email their comments to the Executive Director prior to the virtual meeting. There were no prior comments or public on the zoom call.

Department Directors reviewed their written reports with the Board.

Director of Parks Jeff Reinhard reviewed the parks report. The closure has been a good opportunity to deep clean all of the facilities. The fields are also getting a break and some aeration. The goal is for the facilities and grounds to be improved when we are able to open to the public.

Director of Recreation Mike Wick reviewed the recreation report. Communications will go out to summer staff once Governor Pritzker provides an update for May. Currently the Recreation team has five FitNation touch points and three recreation program touch points on our social media platforms. Research is in progress for fee based online programming with dance being the first program of that sort.

Director Mike Szpylman reviewed the Business Services report. Director Szpylman thanked Majeeda Purnell, HR Generalist for all her research and time to ensure Gurnee Park District is following the new laws and procedures as they are issued.

Director Jennifer Gilbert reviewed the Marketing and Community Relations report. The summer program guide will be digital only due to the uncertainty in when the facilities will be able to open and at what they will look like this summer.

Executive Director Susie Kuruvilla reviewed her report. Executive Director Kuruvilla provided an update of staff and processes during the COVID-19 stay in place order. A lot of staff are stepping up to engage with the public on our social media and determine what the future of programming and operations could be.

ACTION ITEMS

A motion was made by Vicki Paddock to accept the lowest responsible bid from Geograph Industries, Harrison, OH for the replacement of park rule signs throughout the District at a cost of \$23,052.00 and was seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Campbell, and Goshorn. Nays: none. Absent. None. Motion passed.

A motion was made by Gerry Crews to approve the transfer of \$153,000 and \$182,000 from the Capital Replacement/Development Fund to the Corporate and Recreation funds and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Campbell, and Goshorn. Nays: none. Absent. None. Motion passed.

A motion was made by Michelle Klemz to approve Resolution #19/20-3 IMRF Benefit Protection Leave Authority giving the District's IMRF Authorized agent authority to approve and sign benefit protection leave forms submitted by District employees furloughed or laid off as a result of COVID-19 and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Campbell, Paddock, Klemz, and Goshorn. Nays: none. Absent. None. Motion passed.

A motion was made by Michelle Klemz to accept the lowest responsible bid from American Outfitters, Waukegan, IL for Gurnee Park District apparel including shirts for participants, staff apparel, hats and backpacks in the amount of \$47,074.50 and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Crews, Paddock, Campbell, and Goshorn. Nays: none. Absent. None. Motion passed.

OTHER BUSINESS

A motion to adjourn was made by Vick Paddock and seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Campbell, Paddock, Crews, and Goshorn. Nays: none. Absent. None. Motion carried. The meeting adjourned at 8:08 pm.

James G. Goshorn, President

Saundra Campbell, Secretary