

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
January 21, 2014

President Jim Goshorn called the meeting to order at 7:00 p.m. and led the pledge of allegiance. He asked for roll call. Commissioners present: Libby Baker, Vicki Paddock, Jim Goshorn, Gerry Crews and Michelle Klemz. 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/PR Manager; Liz Gnippe, Recreation Administrative Assistant and Suzanne Gage, Administrative Assistant. There were no other visitors.

A motion was made by Vicki Paddock to approve the minutes of the regular meeting of December 17, 2013. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Baker, Paddock, Crews and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve the executive meeting minutes of December 17, 2013. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Paddock, Crews and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$878,743.36 presented on January 21, 2014 was made by Michelle Klemz and seconded by Libby Baker. Roll call vote taken. Ayes: Klemz, Baker, Paddock, Crews 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. There were no comments.

Jeff Reinhard reviewed the Parks Department report. He stated that ice rinks have been maintained since the beginning of December at Betty Russell Park. The biggest problem has been keeping rinks clear of snow. Staff is also maintaining rinks at Christine Thompson and Petersen Parks as well. Snow removal has been a major task this winter. Staff is starting work at 3 a.m. in order to complete plowing prior to opening time at the fitness centers.

Scott Crowe discussed the Recreation Department report. He introduced Liz Gnippe as the new Recreation team administrative assistant. Scott also congratulated Pat Bodame and Chris Marzano who got their Certified Park and Recreation Professional certifications recently. At FitNation, memberships continue to come in. Staff is capping off the current membership drive on 2/1. FitNation grand opening events were reviewed. Once the grand opening ends, staff will focus on corporate memberships. Final round of cardio equipment is in and running. The Volunteer report was reviewed. Volunteer hours in 2013 equated to \$215,000 cost savings. Swim lesson registrations were discussed. A CARE parent survey will be going out this month to see how the program can be improved.

Mike Szpylman presented the Business Department report. He announced that business assistant JoEllen Roebuck will retire from the Park District on February 28. He will hire a year round part time person for fitness membership administration and JoEllen's other responsibilities will be absorbed by the Business team. The efficiencies of Incode and RecTrac make this possible. The JP Morgan Chase purchasing cards have been received and training will occur next week.

Jennifer Gilbert reviewed the Marketing/Public Relations report. Staff is working to support the FitNation grand opening as well as ensuring that existing programming is being supported such as aquatic center renewals, dance registrations, special events promotion and weather-related announcements. GPD fitness attendant Katie Burgess is temporarily assisting the department with preparation of materials such as flyers and posters. Katie has a degree in graphic arts and illustration. Board complimented the great work being done.

Susie Kuruvilla reviewed the Director's Report and the Park District's 2013 accomplishments were discussed. She credited the department heads as to how far the operations at FitNation have come in just three months. She stated that the focus in 2014 will be on policies, procedures, training, etc.

The Director announced that the District had again received the highest level of "accreditation" in the PDRMA Loss Control program with a score of 98.92%.

The Director noted that the District is complying with the new Illinois Firearm Concealed Carry Act. Staff is starting with posting the signage at the buildings. Letters are being sent to the FitNation tenants informing them about the law.

The Board was updated on FitNation operations— 70% of the membership goal has been reached with 2985 members. The operations are going very well. The Board reviewed the verbiage for a plaque on the building and was in agreement with the appearance.

ACTION ITEMS

A motion was made by Libby Baker to approve Annexation Ordinance #13/14-11 annexing property immediately east of 507, 519, 555 and 625 S. O'Plaine Rd. as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Baker, Paddock, Crews and Goshorn. Nays: none. Absent: none. Motion carried.

In other business, it was noted that staff is currently obtaining prices for demolition of the white house at 235 S. O'Plaine Rd. in late winter.

A motion was made by Libby Baker to enter executive session at 8:07 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)
- To consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel to determine its validity. 5ILCS 120/2(c)(1)

Motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Baker, Paddock, Crews and Goshorn. 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 8:38 p.m. Motion seconded by Vicki Paddock. On voice vote, all voted aye.

A motion to adjourn was made by Gerry Crews and seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 8:38 pm.

James G. Goshorn, President

Michelle Klemz, Secretary