

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

President Jim Goshorn called the regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. He asked for a roll call. Commissioners present: Jim Goshorn, Michelle Klemz, Gerry Crews, Vicki Paddock, and Libby Baker. Commissioners absent: none. Staff members also present: Susie Kuruvilla, Executive Director; Mike Szpylman, Director of Business Services; Kraig Owens, Safety Specialist; Scott Crowe, Director of Recreation; Jennifer Gilbert, Marketing/PR Manager; Kevin Born, Aquatics Coordinator; Kara Moss, Aquatics Manager; Liz Gnippe and Katie Burgess, Marketing Specialists and Suzanne Gage, Administrative Assistant.

There were no visitors.

A motion was made by Michelle Klemz to approve the minutes of the regular meeting of December 15, 2015. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the executive meeting minutes of December 15, 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 to approve the total bills, payouts and payroll in the amount of \$973,924.29 presented on January 19, 2016 was made by Michelle Klemz and seconded by Vicki Paddock. 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 visitors. There were no comments.

Department heads discussed their written reports and answered questions.

Jeff Reinhard, Director of Parks & Planning, was absent. Kraig Owens, Safety Specialist, reported for him. Susie Kuruvilla said Kraig is doing a great job as Acting Director while Jeff is on sick leave. Kraig noted that the recreational rinks at Hunt Club and Betty Russell Parks are up and running now that the temperatures are favorable for ice making. Hockey rink at Betty Russell will be ready tomorrow. Staff has begun the Viking kitchen remodeling project and demolition is underway. The kitchen will be much more functional when completed.

Recreation Director Scott Crowe presented his report and outlined staffing changes in the department. Aquatic facility manager Kara Moss attended the meeting to introduce Kevin Born, the new aquatic coordinator. Kevin started in mid-December and manages the swim lesson program and will run the aquatic center in the summer. The Board welcomed him to the District. Scott also announced that Liz Gnippe has transferred to marketing and he is interviewing to fill the position of Recreation team administrative assistant/volunteer coordinator which will be a part time position moving forward. Scott noted that the first Park District job fair in December was quite successful with approximately 150 new applicants. There was discussion on lifeguard recruitment and the challenges presented because of students' other activities and heavy course loads.

Scott discussed the success of GPD personal training offerings. The program is growing quickly with 13 trainers on staff. Revenue is budgeted at \$120,000 this fiscal year. A comprehensive survey of fitness members is being planned.

Business Services Director Mike Szpylman discussed the challenges of the reporting requirements on the Affordable Care Act. The IRS has extended reporting deadlines as answers are sought. The Board discussed the proposed changes to the Board purchasing policy. Commissioner Crews would like to see a policy that speaks to how internal controls are put in place and what monitoring process is followed by various positions. Questions that the policy should answer are "What is the oversight process? What are the internal controls? What are the internal audit processes? What are the roles and

responsibilities of the positions (not individuals filling the positions)” Board members concurred with Commissioner Crews. Mike Szpylman will draft an internal controls policy and present it to the Board in the next two months.

Marketing/PR manager Jennifer Gilbert introduced Liz Gnippe. Liz has transferred into the department as a marketing specialist. She will focus on writing, communications, public relations, oversight of surveys and in the future, on sponsorships.

Jennifer also introduced marketing specialist Katie Burgess who presented an updated identity and re-branding plan for the GPD logo and tagline. Some of the re-branding is being done to accommodate the digital world of phones and tablets. Changes to the logo are minimal but include some additional (optional) colors in the leaves of the tree. Century Gothic will become the standard font for written materials including correspondence. The goal is to have anything coming from GPD to look the same and use the same style standards. White and dark green continue to be the official colors of the logo. The sub-brands such as youth programming or aquatics will be identifiable by particular colors. The new website that is currently being programmed will include these changes. The logo changes are subtle so they will occur gradually as items wear out or stock runs out. Commissioner Paddock suggested making our Parks vehicles stand out more since they travel all over town. This idea will be investigated with budget constraints taken into account. Board members approved the re-branding ideas and were very complimentary of the staff.

Susie Kuruvilla discussed her report. Kraig Owens presented the proposed Ravinia Park playground plan. It will be installed this summer by our Parks staff after site work is completed in the spring. The surfaces will be a combination of artificial turf and poured-in-place, which adds to the play value and safety. There are some very unique pieces of equipment included in the plan. A boardwalk will be included in the park, which was a highly requested amenity.

The Director reported that the FitNation multipurpose remodeling has been completed. Martial arts programming has begun as well as the new FitKids program.

2015 accomplishments were presented.

#### ACTION ITEMS

A motion was made by Libby Baker to approve Resolution #15/16-2 for the purchase of property near Betty Russell Park at the corner of Pinetree Drive and Pinewood Road at a gross purchase price of \$60,000. Motion 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 Vicki Paddock to approve Steve Becker to attend the Park & Recreation Maintenance Management School in Wheeling West Virginia from January 31-February 5, 2016 at a cost of approximately \$2,100. Motion seconded by Michelle Klemz. 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 the updated purchasing policy as presented. 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 to adjourn was made by Michelle Klemz and seconded by Gerry Crews. On voice vote, all voted aye. The meeting adjourned at 8:45 p.m.

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James G. Goshorn, President

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Michelle Klemz, Secretary