

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
March 21, 2017

President Goshorn called the regular meeting to order at 5:45 pm. He asked for a roll call. Commissioners present: Libby Baker, Gerry Crews, Vicki Paddock, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Staff members also present: Susie Kuruvilla, Executive Director and Suzanne Gage, Administrative Assistant.

A motion was made by Vicki Paddock to enter executive session at 5:48 pm to discuss:

- the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, including hearing testimony on a complaint lodged against an employee to determine its validity. (5ILCS 120/2 (c)(1))

Motion was 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 Vicki Paddock to return to open session at 6:52 pm. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

The President led the Pledge of Allegiance and asked for another roll call. Commissioners present: Jim Goshorn, Michelle Klemz, Gerry Crews, Vicki Paddock, and Libby Baker. Commissioners absent: none. Staff members present: Susie Kuruvilla, Executive Director; Mike Szpylman, Director of Business Services; Jeff Reinhard, Director of Parks & Planning; Scott Crowe, Director of Recreation; Jennifer Gilbert, Marketing/PR Manager; Kraig Owens, Safety Supervisor; and Suzanne Gage, Administrative Assistant.

A motion was made by Michelle Klemz to approve the minutes of the regular meeting of February 21, 2017. 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 was made by Michelle Klemz to approve the minutes of the executive meeting of February 21, 2017. 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 \$704,743.98 presented on March 21, 2017 was made by Gerry Crews and seconded by Vicki Paddock. 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.

The President opened the floor to visitors. There were no visitors present, however.

Department Directors reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard noted that Bob Liebert has been repairing piping and fittings at the aquatic center and saved a large amount of money because of his resourcefulness. The Board thanked Bob for his work. Paul Schneider has been making tile repairs at FitNation in the old shower areas.

Jeff announced that Kraig Owens has been promoted to Safety Supervisor and will be in charge of the Playground and Construction crew.

Director of Recreation Scott Crowe reported on the “Above the Barre” dance teams that did phenomenally well at the Wilmette Park District’s Stars of Dance competition. They received the Best Performance Overall award.

Scott announced the coming of two new communication aids this spring. “Team Sideline” will be available as a link from the GPD website for youth sports-specific communications. It will also assist staff by optimizing scheduling. Staff will also launch a web-based “Rainout Line”. This will be helpful to many programs district-wide. It allows staff to easily update weather conditions of fields, ice rinks, program cancellations, etc. Both programs are intuitive and user-friendly as well as being cost effective.

Scott also reported that pool pass sales are ahead of last year as is camp enrollment. Current pickle ball procedures and rules were discussed. Court availability can be difficult with only one court at FitNation. Usage is being monitored so that good decisions can be made.

Director of Business Services Mike Szpylman reviewed his report and updated the Board on the recent major computer problem. Customers for the most part were very understanding. The Board were very appreciative to the staff that assisted with the recovery.

Director of Marketing and Community Relations Jennifer Gilbert described how the new web-based apps “Team Sideline” and “Rainout Line” will make the GPD website more “nimble”.

She noted that new sponsorships are in progress. She discussed website calendar functionality, which is still a work in progress but headway is being made. The Board discussed the philosophy of advertising in the brochure. Ads are part of sponsorship packages that are marketed; staff is not selling individual ads.

The Executive Director reviewed her report.

Susie Kuruvilla and Mike Szpylman presented the preliminary budget for FY 17/18. It is a balanced budget at \$14.9 million, which is a 5% decrease from last year’s \$15.7 million budget. This is mostly because of a decrease in capital projects. Total budgeted revenue is \$15.2 million. 58% or \$8.2 million is from fees and charges while 39% or \$5.5 million is from property taxes. The staff is working on a five-year capital projects plan instead of the past three-year plan. The Board will be asked to prioritize proposed projects. In the meantime, a one-year plan was presented. Susie asked the Board to contact her or Mike Szpylman with any budget questions prior to the April Board meeting when the final budget will be approved.

The Executive Director announced that there will be a GO Gurnee one-year anniversary event held at Viking Park on Sunday, May 7 at 4 pm. She invited the Board to participate.

#### ACTION ITEMS

A motion was made by Vicki Paddock to approve the Gurnee Park District Strategic Plan for 2017-2022 as presented. Motion seconded by Libby Baker. President Goshorn will draft a letter to be sent to the community leaders that he had interviewed along with a copy of the plan. He invited other Board members to do the same. 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 approve carnival rides in Viking Park north parking lot for Gurnee Days 2017 pending the details being worked out to the satisfaction of the Gurnee Days Corporation, Gurnee Park District and the Village of Gurnee. Motion seconded by Libby Baker. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to approve the salary tables for FY 17/18 as presented. Motion seconded by Vicki Paddock. Commissioner Baker asked that next year, staff provide a comparison to the

previous year's salary table. The Board concurred. 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 approve purchase of a 2017 F-350 4x4 pickup truck with a Western plow at a net cost of \$31,689 from Bob Ridings, Inc. Taylorville, IL and a 2017 F-550 4x4 pickup truck with dump bed at a net cost of \$44,307 from Landmark Ford, Inc., Springfield IL. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

Other Business

Commissioner Goshorn noted that the April meeting will begin at 6 pm with executive session.

A motion to adjourn was made by Gerry Crews and seconded by Vicki Paddock. On voice vote, all voted aye. The meeting adjourned at 8:53 pm.

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James G. Goshorn, President

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Michelle Klemz, Secretary