

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
January 16, 2018

President Goshorn called the regular meeting to order at 7:00 pm and led the Pledge of Allegiance. He asked for a roll call. Commissioners present: Libby Baker, Gerry Crews, Vicki Paddock, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Director of Parks and Planning; Mike Szpylman, Director of Business Services; Scott Crowe, Director of Recreation; Jennifer Gilbert, Director of Marketing and Community Relations; and Melissa Greenthal, Operations Analyst. There were no visitors at the meeting.

A motion was made by Libby Baker to approve the minutes of the regular meeting of December 19, 2017. The motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried. The Executive session minutes for December 19, 2017 was also presented but was tabled until next month as it required more detail.

A motion to approve the total bills and payroll in the amount of \$712,529.38 presented on January 16, 2018 was made by Vicki Paddock and seconded by Gerry Crews. Roll call vote taken. Ayes: Paddock, Baker, Crews, Klemz, and Goshorn. Nays: none. Absent: none. Motion carried.

The financial report and treasurer's report were reviewed.

The President opened the floor to visitors however there were no members of the public in attendance.

Department Directors reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard stated the ice rinks are being re-done due to the temperature changes over the last several weeks. Commissioner Paddock asked about the reason for contracting out the removal of trees. Director Reinhard indicated the various size and amount of trees along with the location being in close proximity to homes were the reason for contracting out to a third party. Jeff met with an engineer regarding the pool at FitNation to minimize the chlorine smell; a plan will be provided in the upcoming months.

Director of Recreation Scott Crowe indicated that winter programs are up for this year. Frosty Fest was a success with good attendance. An incident with the horses leaving a mess near residential properties was quickly cleaned up by Sue McDougle, Kara Moss, Pat Bodame, and Beckie Korzyniewski. The new furniture in the lobby of FitNation have received many compliments from members. Membership appreciation has been increased to once a week at FitNation or Hunt Club locations. Health Expo is January 27th. A new class provided by 5 Star Sports, Nerf Combat was very successful with 2 full classes. Max Andrews has accepted a new position; his last day is January 27th. The Pickleball tournament was a success; the next tournament is scheduled for March 24th with beginner and advanced men and women spots available. The consultant used for Pickleball will be serving as Gurnee Park District's new tennis provider as well. Commissioner Crews asked if we can break even with Pickleball. Executive Director Kuruvilla indicated that tournaments and leagues have the ability to potentially break even, but not open play. Commissioner Bakers asked about the Silver Sneakers/prime memberships as 246 members were cancelled. Director Crowe stated these individuals are cancelled due to no visit; the possibility of which was communicated to members accordingly in advance.

Director of Business Services Mike Szpylman had no additional updates at this time.

Director of Marketing and Community Relations Jennifer Gilbert presented her report. The team is looking into new efficiencies with the brochure, proofing process and website procedures. Commissioner Klemz noted the change in the format of the spring guide. Director Gilbert indicated that there is a shift in viewing the brochure as a sales piece, so trying to eliminate too much detail with sessions and such which are provided on the website. Commissioner Baker asked if there is a correlation between an individual

searching online for a program and then registering online. Jennifer responded that currently the brochure is a very important way of being able to figure out a schedule for programs. The next reiteration is an improvement to the website and to make transactions easier on the website. Commissioner Klemz asked about the new steps for preschool promotions. Director Gilbert is using regular promotions to see how they are performing and if they are not working as well as previously, then we will add in some new advertising features digitally and in the social media pages.

Executive Director Kuruvilla presented her report. A lot of accomplishments have been made in 2017. The original discussion on updating maintenance facilities during the park tour in 2017 was to add on a structure at Hunt Club and Viking Park to help with maintenance needs. After the preliminary discussion and design it is estimated that the facility at Viking Park will cost between \$2 and 2.5 million. To increase efficiency Kuruvilla and Reinhard discussed a shift in some staff members over to Viking Park and only build one maintenance facility rather than two. It provides a more balanced crew on both sides of town to be closer to the parks and facilities they maintain. The plan is to start construction on the maintenance facility after Gurnee Days this year. The outdoor Pickleball courts timeline is in progress with bids going out in late February, early March. Next step is to meet with experts in the area along with community members who plays pickle ball regularly at our facilities to get feedback on the plans.

Melissa Greenthal presented on the demographic data utilizing the SitesUSA website. A demonstration of some of the key features on SitesUSA was provided. A comparison of the 2010 to 2017 population and demographic break down of the individuals in the Village of Gurnee was provided.

A motion was made by Libby Baker to enter executive session at 8:38 pm 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)(1))

Motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried. Susie Kuruvilla was authorized to attend the closed session.

A motion was made by Vicki Paddock to return to open session at 8:45 pm. Motion seconded by Gerry Crews. On voice vote, all voted aye and the Board returned to open 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 8:46 pm.

James G. Goshorn, President

Michelle Klemz, Secretary