

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
April 17, 2018

Vice President Baker called the regular meeting to order at 7:00 pm. The Vice President led the Pledge of Allegiance and asked for roll call. Commissioners present: Michelle Klemz, Gerry Crews, Vicki Paddock, and Libby Baker. Commissioners absent: Jim Goshorn. 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, 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 20, 2018. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Klemz, Paddock and Baker. Nays: none. Absent: Goshorn. Motion carried.

A motion was made by Vicki Paddock to approve Executive session I minutes for March 20, 2018. The motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Klemz, Paddock and Baker. Nays: none. Absent: Goshorn. Motion carried.

A motion was made by Gerry Crews to approve Executive session II minutes for March 20, 2018. The motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Klemz, Crews and Baker. Nays: none. Absent: Goshorn. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$827,936.18 presented on April 17, 2018 was made by Michelle Klemz and seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Crews, Klemz, and Baker. Nays: none. Absent: Goshorn. Motion carried. Commissioner Baker asked if there was a change in the organization of the bills and payouts. Director Szpylman confirmed that a change was made in the parks related items; descriptions are now facilities, grounds, and location-based. This update makes it easier for the supervisors to determine what their specific expenses are. This change caused a cut off in the description. Mike will look into a different way to organize the report in the future. Commissioner Baker asked if the Foresee Electric expenses are based on the generator purchase. Director Reinhard explained that both Foresee Electric expenses are related to the installation and startup of the generator. Commissioner Baker asked about the Millburn expense. Executive Director Kuruvilla indicated that it is a marketing expense associated with FitNation. Commissioner Baker asked why there is an expense included in the bill list at this point related to farmers market. Director Szpylman explained that the park district had a \$15 balance with a vendor.

The financial report and treasurer's report were reviewed, there were no comments.

The Vice President opened the floor to visitors; there were no visitors present.

Department Directors reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard presented his report. Jeff reported that Bob Liebert will be retiring on April 30th after just under 24 years with the park district. Many of Bob's tasks will be transferred to current employees and the position will be replaced at a slightly different capacity. The weather this year has allowed for branches to be trimmed and landscape work to be completed throughout the park district due to the shorter mowing season.

Director of Recreation Scott Crowe reviewed his report. Interviews for the Fitness Operations Supervisor are underway to replace Adam Zettler who left earlier in April. Omayra Shofner has been promoted to Member Services Supervisor and she will oversee membership services and the front desk. FitNation positions are shifting to a more generalist nature where anyone at the front desk can accept memberships. Part-time building manager positions are also being created as part of this re-structuring. Soccer registration is up to 491 players this spring, this is 20 more than last year. Camp registration is also increased. New plate weights are now at FitNation and the noise level has decreased significantly.

Director of Business Services Mike Szpylman reviewed his report. The FY 2018/2019 budget is ready for approval. Preliminary preparations for the audit are underway.

Director of Marketing and Community Relations reviewed her report. Aquatic season pass sales are at 2,489 which is the exact same as this time last year. Marketing efforts are focused on aquatic passes, camp, and soccer by sending targeted emails and social media posts. The GO the Distance Youth Walking Challenge has 100 registrants in under a week. Planning for the 50th-anniversary celebration are underway.

Executive Director Kuruvilla reviewed her report. 15 communities are starting the GO program this year. Several legislators are coming to the GO event April 29th.

## ACTION ITEMS

A motion was made by Michelle Klemz to approve fiscal year 2018/2019 budget as presented. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Crews, Klemz, and Baker. Nays: none. Absent: Goshorn. Motion carried. Director Szpylman noted the largest change from the preliminary budget presented in March is the addition of a new maintenance facility at Viking Park. The corporate and recreation fund transfers also increased. Commissioner Paddock asked about the changes from the initial maintenance facility plans. Executive Director Kuruvilla said some changes have been made to the plans and it will be discussed further with the Board before we finalize the plans. Director Reinhard noted changes included sharing space for parking at night and work space during the day. The building of the new facility will take place after Gurnee Days or in the spring of 2019.

A motion was made by Gerry Crews to accept fiscal year 2018/2019 budget and appropriation ordinance in tentative form and publish notice of a public hearing to be held on May 15, 2018, at 6:45 p.m. at Viking Park prior to the regular Board meeting. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Crews, Paddock and Baker. Nays: none. Absent: Goshorn. Motion carried.

A motion was made by Vicki Paddock to approve the salary tables for FY 18/19 as presented. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Crews, Paddock and Baker. Nays: none. Absent: Goshorn. Motion carried.

A motion was made by Vicki Paddock to approve the annual goals for FY 18/19 as presented. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Crews, Klemz, Paddock, and Baker. Nays: none. Absent: Goshorn. Motion carried.

A motion was made by Gerry Crews 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 \$46,373.90 as described in the bid summary provided. Motion seconded by Michelle Klemz. Roll call vote taken. Ayes: Klemz, Paddock, Crews and Baker. Nays: none. Absent: Goshorn. Motion carried.

A motion was made by Vicki Paddock to approve the Field Use Agreement with Warren Area Lacrosse Association as presented. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Klemz, Crews, Paddock, and Baker. Nays: none. Absent: Goshorn. Motion carried.

## OTHER BUSINESS

A motion to adjourn was made by Gerry Crews and seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 8:02pm.