

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
September 18, 2018

President Goshorn called the regular meeting to order at 7:00 pm. The President led the Pledge of Allegiance and asked for roll call. Commissioners present: Gerry Crews, Vicki Paddock, Michelle Klemz and Jim Goshorn. Commissioners absent: Libby Baker. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Director of Parks and Planning; Mike Szpylman, Director of Business Services; Jennifer Gilbert, Director of Marketing and Community Relations; Sue McDougle, Manager of Recreation and Facility Services; and Melissa Greenthal, Operations Analyst. Please see the attendance sheet for additional visitors.

A motion was made by Michelle Klemz to approve the minutes of the regular meeting of August 21, 2018. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Paddock, Crews, Klemz, and Goshorn. Nays: none. Absent: Baker. Motion carried.

A motion was made by Vicki Paddock to approve Executive session minutes for August 21, 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 to approve the total bills, payouts and payroll in the amount of \$1,444,538.40 presented on September 18, 2018, was made by Gerry Crews and was seconded by Michelle Klemz. Commissioner Crews inquired if mulch is purchased through a third party. Director Reinhard indicated we purchase mulch, particularly for playgrounds, and reuse landscape chips from the trees removed from parks. Roll call vote taken. Ayes: Paddock, Klemz, Crews, and Goshorn. Nays: none. Absent: Baker. Motion carried.

The financial report and treasurer's report were reviewed. Commissioner Crews observed that revenue is up 5% and expenses are up 10%. Director Szpylman indicated this is due to three payrolls in August; next month the expenses will be similar to last year. The third payroll was in September last year.

The President opened the floor to visitors for public comment. Resident Fiona Tranter addressed the Board. She discussed the decision to stop the Viking Park Singers in December 2018. The group is disappointed and feel there are members of the community who value the Viking Park Singers. She is looking into what options the Viking Park Singers has to partner with the park district. Resident Maria Kelley addressed the Board. She felt the Viking Park Singers was not promoted which made residents unaware of the group. Commissioner Goshorn invited the Viking Park Singers to meet with Executive Director Kuruvilla to determine what next steps can be taken.

Department Directors reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard presented his report. The pool project at FitNation was completed on September 16th. The pool has been resurfaced. A structural engineer had to come in to determine where to drill the holes for the additional ventilation. Positive comments were received from the guards on the improvement of air quality. The playgrounds for University and Shaw are delivered. Shaw is being updated. The contractor is installing University once Westgate's equipment comes in so that both parks can be completed one after the other. Commissioner Goshorn asked if the counters at FitNation have been completed. Director Reinhard replied that a majority of the counters are in. Commissioner Crews asked if

there have been any water over the bridge at Ravinia Park. Director Reinhard indicated there has been no water over the bridge this year but there was some over the bridge last year.

Manager of Recreation and Facility Services Sue McDougle presented the summer camp report as part of the Recreation report. Executive Director Kuruvilla informed the board that over 1,100 individuals took part in summer camp this year and it is over a \$1,000,000 program. Sue McDougle and Sabrina Hinkens do an amazing job keeping children safe and the planning for the camps. The camp survey had positive results from parents. The most notable were comments on the staff. The positive behavior “STAR” program, similar to what is used in school districts, had a good impact during camp. The campers enjoyed earning tickets to pick activities, be line leader, select their seat on the bus, or little trinkets. Commissioner Klemz commented on the increase in teen campers from previous years. Sue discussed how the teen camp has a lot of field trips and swimming days to make the camp fun for teens. A new feature was the end of summer event at the aquatic center. Pizza was served, the counselors were there to cheer on the campers and the pool was available for use. Commissioner Klemz asked if there was any change in enrollment over the years. The camp enrollment has been steady. Commissioner Paddock asked if there is competition for summer camps in the area. Sue mentioned there are a few other options in the area but they have not made any impact on our camp enrollment.

Director of Business Services Mike Szpylman reviewed his report. For the annual rollover bonds, Executive Director Kuruvilla and Director Szpylman recommend using the capital replacement/development fund balance for the investment. Commissioner Paddock requested more information on the taxation of the fringe benefits. Director Szpylman indicated the taxation changes to the program benefits for full-time and part-time employees is to be in compliance with federal law. Commissioner Crews asked why the auditors have not caught this issue before. Executive Director Kuruvilla indicated there have been trainings with this information and it has been an increasing topic coming up in agencies. The internal discussion has been in process for several months to determine the best approach to implementing changes. The program benefits for full-time employees remain at 50%; anything beyond the 20% IRS allows is taxable. It will be added to the individual’s income and taxed on their payroll. The part-time employees a recommendation is made to change their program benefits from 25% to 20% to avoid the taxation. A recommendation is made to change the board benefits to reflect the part-time benefits rather than the full-time benefits. Uniforms are an exception, with a De Minimis amount set by the park district at \$50. Lifeguard uniforms, FitNation shirts, the Carhartt items are taxable. Safety items such as safety shoes and neon items are not taxable. Commissioner Klemz asked if a clothing allowance is possible. Director Reinhard indicated that is still taxable.

Director of Marketing and Community Relations Jennifer Gilbert reviewed her report. The 50th anniversary was a success; the video is now available on YouTube for viewing. September 29th is the Go Lake County event with lots of work with Lake County to promote the event. Commissioner Klemz asked if the \$100 back for new fitness members has seen a good return. Director Gilbert indicated this is the second month of the program and Pat Bodame is reaching out to these members to retain engagement. A big event and promotions are scheduled for 5 year anniversary of FitNation in November. Commissioner Crews asked if there is any cost associated with the Go Lake County walk. Director Gilbert indicated only \$100 in advertising. Commissioner Crews asked if we are linked in on social media to the neighborhood groups within Gurnee. Director Gilbert keeps many professional profiles in the Gurnee forums to monitor some of the information. The next step on this would be to own the park district address for Next Door. In addition, Meltwater is utilized to monitor hashtags and key phrases from many avenues.

Executive Director Susie Kuruvilla reviewed her report. The tree dedication is scheduled for this Sunday, September 30<sup>th</sup>. There are nine dedications this year. The summer season was a success with good results coming back from the camp survey. Executive Director Kuruvilla reminded the board of the Go Lake County event and encouraged anyone who can to attend. Director Reinhard presented the preliminary plans for the Viking Park maintenance facility. The facility will include a mechanical room, a combined locker, lunch, office and laundry room, two cold storage areas, two restrooms, a workroom and three garage doors. Commissioner Goshorn asked if the maintenance facility will include dust management. Director Reinhard says the new building will include dust management based on the equipment purchased for the facility. Commissioner Goshorn enquired on the addition of a car port for the building? Director Reinhard mentioned this could be a possibility; it has been a discussion for the other building as well, but will increase cost. Commissioner Paddock asked what the start date on building the facility would be. Director Reinhard said the plans should be ready by January with the construction to start in March or April. The expenses for Gurnee Days was reviewed to see if any efficiencies can be made. Gurnee Days is a community event attended by approximately 20,000 individuals and the park district enjoys being a part of the Gurnee Days Corporation. The village and park district analyzed the data for review.

## ACTION ITEMS

A motion was made by Gerry Crews to approve the revised Personnel Policy Manual sections 6.09, 9.04 including appendix G and section 9.05 as presented and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Crews, Paddock, and Goshorn. Nays: none. Absent: Baker. Motion passed.

A motion was made by Michelle Klemz to approve the revised Gurnee Park District Policy Manual section E.2 as presented and was seconded by Vicki Paddock. Commissioner Crews asked when this change will go into effect. Executive Director Kuruvilla indicated this will be effective October 1st with a memo prior to the change. Roll call vote taken. Ayes: Crews, Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker. Motion passed.

A motion was made by Gerry Crews to approve changing the credit card gateway and processing from Plug n Pay and Chase to CardConnect and was seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Crews, Klemz, and Goshorn. Nays: none. Absent: Baker. Motion passed.

A motion was made by Michelle Klemz to approve revisions to Appendix D – alcohol and drug abuse policy as presented and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Paddock, Klemz, and Goshorn. Nays: none. Absent: Baker. Motion passed.

## OTHER BUSINESS

A motion to adjourn was made by Vicki Paddock and was seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 8:31pm.

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James G. Goshorn, President

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Michelle Klemz, Secretary