

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
April 16, 2019

President Goshorn called the regular meeting to order at 6:30 pm. He asked for a roll call. Commissioners present: Vicki Paddock, Libby Baker, Michelle Klemz, Gerry Crews, and Jim Goshorn. Commissioners absent: none. Staff members also present: Susie Kuruvilla, Executive Director and Melissa Greenthal, Operations Analyst.

A motion was made by Michelle Klemz to enter executive session at 6:30 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)(5))

Motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Crews, Paddock and Goshorn. Nays: none. Absent: none. Motion carried. Only the Board Members were authorized to attend the closed session.

A motion was made by Gerry Crews to leave executive session at 6:58 pm. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

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: Libby Baker, Michelle Klemz, Vicki Paddock, Gerry Crews and Jim Goshorn. Commissioners Absent: none. Also present: Susie Kuruvilla, Executive Director; Mike Wick, Director of Recreation; Mike Szyplman, Director of Business Services; Jennifer Gilbert, Director of Marketing and Community Relations; Jeff Reinhard, Director of Parks; 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 March 19, 2019. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Paddock, Klemz, Baker and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve the minutes of the Executive session meeting minutes I of March 19, 2019. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Paddock, Crews, Klemz, and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve the minutes of the Executive session meeting minutes II of March 19, 2019. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Crews, Klemz, and Goshorn. Nays: none. Absent: Baker. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$948,677.41 presented on April 16, 2019, was made by Gerry Crews and was seconded by Libby Baker. Roll call vote taken. Ayes: Paddock, Crews, Baker, Klemz, and Goshorn. Nays: none. Absent: none. Motion carried.

The financial report and treasurer's report were reviewed. Commissioner Crews asked if it is possible to get 3% on a CD. Director Szyplman indicated rates are closer to 2.75- 2.8%.

Jullie Salgado from the FBLA addressed the board. The FBLA partnered with Gurnee Park District this year to learn about the business aspect of the park district. The partnership included assisting with parent's night out, health and wellness discussions, and allowing GO Gurnee members to walk to Warren

Township High School Almond campus during winter. Each year the FBLA has the opportunity to present their project to business individuals in Illinois and this year they received 2nd place and will be presenting in San Antonio, Texas.

Department Directors reviewed their written reports with the Board.

Director of Parks Jeff Reinhard reviewed the parks report. University and Westgate parks are completed. Bench and table installation will be completed in the coming weeks. The Viking Park Maintenance Facility is waiting on permits from the village to begin work. Two positions within the Parks team were recently filled. A General Tradesman position was filled by Steve Lebron who has experience in carpentry. Justin Lukowicz filled the full-time Grounds position. Commissioner Crews asked if there is a flooding concern. Director Reinhard indicated some of the baseball fields are not playable but the soccer fields are ready. The river is low enough that there is not a flooding concern currently.

Director of Recreation Mike Wick reviewed the recreation report. Group exercise visits are over 7,000 for the first time. Preschool enrollment is up four students from this time last year. The egg hunt had over 750 children in attendance with over 2,000 individuals at Viking Park that day. The soccer season has begun with some cancellations due to weather. Swim School membership is over 400. Commissioner Klemz asked if there is a concern for too many members in Swim School. Director Wick indicated this is being monitored but with the fluidity of the program, the current membership level is manageable.

Director of Business Services Mike Szpylman reviewed his report.

Director of Marketing and Community Relations Jennifer Gilbert reviewed her report. Aquatic pass sales are up slightly from this time last year. Planning for CARE to meet the needs of parents and children is in progress due to the changes in school hours at District 50. The summer brochure will be available the last week of April. A consultant will be used for graphic designing and the brochure moving forward.

Executive Director Susie Kuruvilla reviewed her report. She discussed the progress that has been made on the Strategic plan goals. Several of the goals from the strategic plan are included in the FY 2019/2020 annuals goals to be completed. Playground celebration planning is in progress for Westgate, Shaw and University. Gurnee Park District received the GFOA Certificate for the 21st time year in financial reporting and 9th year for budget reporting.

## ACTION ITEMS

A motion was made by Michelle Klemz to approve fiscal year 2019/2020 budget as presented and was seconded by Vicki Paddock. Commissioner Crews inquired who set the 25% fund balance. Director Szpylman indicated this is part of the board fund balance policy and a GFOA best practice. Commissioner Crews asked if \$3.5 million in revenue for fitness is good but going forward how can we determine if that is to be expected. Executive Director Kuruvilla explained that there is a plan to bring in a fitness consultant to evaluate fitness operations and membership levels this upcoming fiscal year to determine if our current assumptions need to be revisited. Roll call vote taken. Ayes: Crews, Baker, Paddock, Klemz, and Goshorn. Nays: none. Absent: none. Motion passed.

A motion was made by Gerry Crews to accept fiscal year 2019/2020 budget and appropriation ordinance in tentative form and publish notice of a public hearing to be held on May 21, 2019, at 7:00 p.m. at Viking Park at the beginning of the regular Board meeting and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Paddock, Crews, Baker, and Goshorn. Nays: none. Absent: none. Motion passed.

A motion was made by Vicki Paddock to approve the expense of \$45,592 to replace the boilers at Hunt Club Park Community Center with water heaters and deem this item as an emergency repair and waive competitive bidding requirements and have CRNE's Environmental Control, Palatine, IL, complete the work and was seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Klemz, Crews, Paddock, and Goshorn. Nays: none. Absent: none. Motion passed.

A motion was made by Libby Baker to approve the bid from Robert W. Baird & Co. Inc, Milwaukee, Wisconsin, to purchase the issue of \$1,205,000 General Obligation Limited Tax Park Bonds, with a true interest cost of 2.3179% and was seconded by Vicki Paddock. Mark Jeretina from Speer Financial indicated the bids were competitive with 29 total bids from six competitors and the lowest interest rate is at 2.319%. Commissioner Crews asked how long until the bonds mature. Mark Jeretina indicated maturity is reached in 2027. Roll call vote taken. Ayes: Paddock, Baker, Klemz, Crews, and Goshorn. Nays: none. Absent: none. Motion passed.

A motion was made by Libby Baker to approve Ordinance #18/19-9 for the issuance of \$1,205,000 in general obligation limited tax park bonds, series 2019A, of the Gurnee Park District, Lake County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof and was seconded by Michelle Klemz. Roll call vote taken. Ayes: Paddock, Baker, Klemz, Crews, and Goshorn. Nays: none. Absent: none. Motion passed.

A motion was made by Gerry Crews to approve the engagement letter from Lauterbach & Amen, LLP to conduct independent audit of the Gurnee Park District for three years (FY18/19, FY 19/20 & FY 20/21) at a cost of \$18,300, \$18,700 and \$19,100 respectively and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Paddock, Klemz, Crews, and Goshorn. Nays: none. Absent: none. Motion passed.

A motion was made by Michelle Klemz to approve the five-year capital project plan as presented and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Baker, Klemz, Crews, and Goshorn. Nays: none. Absent: none. Motion passed.

A motion was made by Vicki Paddock to approve the annual goals for FY 19/20 as presented and was seconded by Gerry Crews. Roll call vote taken. Ayes: Paddock, Klemz, Crews, Baker, and Goshorn. Nays: none. Absent: none. Motion passed.

A motion was made by Michelle Klemz 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 \$50,434.40 and was seconded by Vicki Paddock. Commissioner Crews asked how many apparel bids were received. Director Wick stated two bids were received. Roll call vote taken. Ayes: Paddock, Baker, Klemz, Crews, and Goshorn. Nays: none. Absent: none. Motion passed.

A motion was made by Vicki Paddock to accept the lowest responsible bid from Total Paving and Brick Services, Inc., Gurnee, IL for the replacement of Viking Park Pathway at a cost of \$176,500 and was seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Paddock, Klemz, Crews, and Goshorn. Nays: none. Absent: none. Motion passed.

## OTHER BUSINESS

A motion was made by Vicki Paddock to enter executive session at 8:30 pm to discuss:

- To consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel to determine its validity. (5ILCS 120/2 (c)(5))
- 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)(2))
- to discuss litigation when an action against, affecting, or on behalf of the particular body has been filed and is pending in a court or administrative tribunal, or when the public body finds that such an action is probable or imminent. (If used, also specify the basis for finding that litigation is probable or imminent.) (5ILCS 120/2 (c)(10))

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

A motion was made by Libby Baker to return to open session at 9:40 pm. Motion seconded by Michelle Klemz. On voice vote, all voted aye and the Board returned to open session.

A motion was made by Vicki Paddock to approve the contract of the Executive Director and was seconded by Gerry Crews. Roll call vote taken. Ayes: Baker, Crews, Paddock, Klemz, and Goshorn. Nays: none. Absent: none. Motion passed.

A motion to adjourn was made by Gerry Crews and seconded by Vicki Paddock. On voice vote, all voted aye. The meeting adjourned at 9:42 pm.

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James G. Goshorn, President

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Michelle Klemz, Secretary