

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
February 19, 2019

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: Michelle Klemz, Vicki Paddock, Libby Baker and Jim Goshorn. Commissioners Absent: Crews. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Director of Parks and Planning; Mike Wick, Director of Recreation; Mike Szpylman, Director of Business Services; Jennifer Gilbert, Director of Marketing and Community Relations; 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 January 15, 2019. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Baker, Klemz, and Goshorn. Nays: none. Absent: Crews. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$810,881.66 presented on February 19, 2019, was made by Gerry Crews and was seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Paddock, Klemz, and Goshorn. Nays: none. Absent: Crews. Motion carried.

The financial report and treasurer's report were reviewed.

Beckie Korzyniewski and Jamie Richards presented an IPRA Community Service Award to Eric Oberstar for volunteering since 2014 at events such as Trick or Treat Path, Parents Night Out, Fishing Derby and Neighborhood Nights. Beckie and Jamie also presented an IPRA Community Service Award to Julia Paukert for her assistance since 2014 at events such as Trick or Treat Path, Preschool Open House, Frosty Fest, Neighborhood Nights and Parents Night Out. The third IPRA Community Service Award presented by Beckie and Jamie was to West Knobbe who was a previous employee and a volunteer since 2013. West assisted in events such as Trick or Treat Path and Farmer's Market. Chris Marzano nominated Jim Rand for an IPRA Community Service Award for his years of volunteerism as a soccer coach. Pat Bodame presented an IPRA Community Service Award to Warren Township High School Transition Program for the partnership with students with special needs being able to gain valuable work experience at FitNation.

Department Directors reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard presented his report. Tile work in the men's steam room at FitNation is completed. Due to the weather, many indoor projects are being completed. Accent walls at FitNation and the Aquatic Center locker rooms are finished.

Director of Recreation Mike Wick reviewed the recreation report. Enchanted Evening took place February 9th with 242 in attendance between two seatings. Swim School membership is at 372 which is trending with the goal for the end of the fiscal year. The FitKids program was revamped for 2019 and the first month saw 250 visits, which is more than any other previous month. Summer camp registrations are trending similar to last year.

Director of Business Services Mike Szpylman reviewed his report. The first internal draft of the FY19/20 budget is near completion. Business Services has an action item to approve a new time and attendance software. Commissioner Goshorn asked why Kronos and Executime were the two options evaluated. Director Szpylman indicated the need to limit the number of softwares

employees need to access; Kronos and Tyler (Executime) are utilized by the park district already. Commissioner Baker asked how long the implementation of a new time and attendance software will take. Director Szpylman said the goal is by the end of May or early June.

Director of Marketing and Community Relations Jennifer Gilbert reviewed her report. After the polar vortex, the team is looking into ways to improve communications to increase efficiency and faster notice. The spring guide will be available at the end of the month. The development of videos and photographs are in progress for a variety of social media platforms. Tara Larson will be managing the brochure until the Graphic Designer position is filled.

Executive Director Susie Kuruvilla reviewed her report. The Legislative Conference and Parks Day at the Capital are scheduled for April 30- May 1, 2019.

ACTION ITEMS

A motion was made by Vicki Paddock to approve the agreement with Gurnee Youth Baseball for the use of baseball fields at O'Plaine Park as presented and was seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Paddock, Klemz, and Goshorn. Nays: none. Absent: Crews. Motion passed.

A motion was made by Libby Baker to approve the agreement with Gurnee Youth Baseball for the maintenance of American Legion Field and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Baker, Paddock, and Goshorn. Nays: none. Absent: Crews. Motion passed.

A motion was made by Michelle Klemz to approve the cooperative field use agreement with Warren Blue Devil Travel Baseball Club as presented and was seconded by Libby Baker. Roll call vote taken. Ayes: Klemz, Paddock, Baker, and Goshorn. Nays: none. Absent: Crews. Motion passed.

A motion was made by Vicki Paddock to approve the purchase of a new time and attendance software ExecuTime at an initial cost of \$49,509 and was seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Klemz, Paddock, and Goshorn. Nays: none. Absent: Crews. Motion passed.

OTHER BUSINESS

Gurnee Park District received the GFOA Distinguished Budget Presentation Award for the 9th consecutive year.

A motion was made by Vicki Paddock to enter executive session at 7:58 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))
- Discussion of minutes of meetings lawfully closed, whether for approval of the minutes by the body or semi-annual review of minutes. (5ILCS 120/2 (c)(11))

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

A motion was made by Libby Baker to return to open session at 8:29 pm. Motion seconded by Michelle Klemz. On voice vote, all voted aye and the Board returned to open session.

A motion was made by Libby Baker to release executive session minutes dated December 18, 2018 as recommended by staff. Motion seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Klemz, Paddock, and Goshorn. Nays: none. Absent: Crews. Motion carried.

A motion to adjourn was made by Libby Baker and seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 8:30pm.

James G. Goshorn, President

Michelle Klemz, Secretary