

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
March 18, 2025

Vice President Paddock called the regular meeting to order at 7:00pm, led the Pledge of Allegiance and asked for roll call. Commissioners present: Vicki Paddock, Chrissie Popper and Aaron Dalzot. Commissioners Absent: Gerry Crews. Also present: Susie Kuruvilla, Executive Director; Melissa Marsh, Director of Recreation; Kraig Owens, Director of Parks; Mike Szpylman, Director of Business Services; Jennifer Gilbert, Director of Marketing and Community Relations; Christina Richmond, Accounting Manager; Nicole May, Human Resources Manager; Richard Plage, Trades and Construction Supervisor and Jazlyn Mendiota-Castro, Human Resources Specialist.

A motion was made by Popper to declare vacancy on the Board created due to the passing of Jim Goshorn. The motion was seconded by Dalzot. Roll call vote taken. Ayes: Dalzot, Popper, Paddock. Nays: none. Absent: Crews. Motion carried.

A motion was made by Popper to approve the minutes of the regular and executive meetings held on February 18, 2025. The motion was seconded by Dalzot. Roll call vote taken. Ayes: Dalzot, Popper and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$630,346.17 presented on March 18, 2025, was made by Popper and was seconded by Dalzot. Roll call vote taken. Ayes: Dalzot, Popper and Paddock. Nays: none. Absent: Crews. Motion carried.

The financial report and treasurer's report were reviewed.

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

Department Directors reviewed their written reports with the Board.

Director of Parks and Planning Kraig Owens reviewed the parks report. Kraig introduced Richard Plage who has been recently promoted to Trades and Construction Supervisor. Richard introduced himself to the group and briefly reviewed his professional background. Kraig then offered to answer any questions regarding his report. He also mentioned the method used to line the soccer fields this year included a robot which took approximately 2-3 days total instead of the usual 2 weeks or so. Kraig shared that the department has looked into purchasing a robot in the past, but it would not be cost-effective to do so at this time.

Director of Recreation Melissa Marsh reviewed the recreation report. She noted that at the end of February, FitNation had over 5,034 active memberships, which is 84 greater than this time during the previous month. Staff is heavily involved with summer program planning - Summer Camp, the Aquatic Center and summer events. Staff hiring is well underway for these efforts as well. The soccer season is starting soon, and a few additional sessions were added to meet the registration demand. A question was raised as to whether or not the rock-climbing wall at Hunt Club Community Center will be useable again. Melissa shared that there is currently no active plan to open it at this time.

Director of Business Services Mike Szpylman introduced Nicole May, Human Resources Manager to introduce Jazlyn Mendieta-Castro, our new full-time Human Resources Specialist. Jazlyn briefly reviewed her professional background with the group. Commissioner Popper requested a general overview of average raises for the staff. Commissioner Dalzot requested a breakdown of the positions captured within the salary table.

Director of Marketing and Community Relations Jennifer Gilbert reviewed the Marketing and Community Relations report. Jennifer also shared that the Aquatic Center logo has been updated to better-align with the overall GPD logo. Social media metrics were called out as well and more information can be found in her report.

Executive Director Susie Kuruvilla reviewed her report. A question was raised regarding Gurnee Days and the possibility of a carnival. Susie explained that the carnival companies tend to be loyal to customers that can commit to the same day/weekend every year. The company that we have used in the past was not hired during Covid and so they switched to another customer for that weekend in August. The only way we could potentially book the same reputable carnival vendor again would be to change the weekend of Gurnee Days. There are no plans to change the weekend at this time.

Susie then introduced Mike and Kraig to review the preliminary Annual Operating Budget for next Fiscal Year as well as the 5-Year Capital Project Plan. Both will be presented to the Board for approval at the April Board meeting. Susie thanked Mike Szpylman, Kraig Owens, Melissa Marsh, Jennifer Gilbert and the rest of the team for working diligently on the budget and associated documents. The Board also thanked the team for their efforts.

## ACTION ITEMS

A motion to approve the agreement with Gurnee Youth Baseball for maintenance of baseball fields at American Legion as presented on March 18, 2025, was made by Dalzot and was seconded by Popper. Roll call vote taken. Ayes: Popper, Dalzot and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion to approve the agreement with Gurnee Youth Baseball for use of O'Plaine Park baseball fields as presented on March 18, 2025, was made by Popper and was seconded by Dalzot. Roll call vote taken. Ayes: Dalzot, Popper and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion to approve the lowest responsible bid from American Sealcoating of Indiana, Hobart, IN for basketball and tennis court resurfacing and color coating at a cost of \$43,400 as presented on March 18, 2025, was made by Popper and was seconded by Dalzot. Roll call vote taken. Ayes: Dalzot, Popper and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion to reject the bid from Direct Fitness Solutions in the amount of \$70,020 for the purchase of spin bikes for FitNation as the vendor is not able to secure the bikes was made by Popper and was seconded by Dalzot. Roll call vote taken. Ayes: Dalzot, Popper and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion to approve the bid from Fitness Connection, Elgin, IL for the purchase of spin bikes for FitNation at a cost of \$71,040 was made by Dalzot and was seconded by Popper. Roll call vote taken. Ayes: Popper, Dalzot and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion to approve the full-time salary grade table for FY 25/26 as presented on March 18, 2025, was made by Popper and was seconded by Dalzot. Roll call vote taken. Ayes: Dalzot, Popper and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion to adjourn was made by Popper and seconded by Dalzot. On voice vote, all voted aye. The meeting adjourned at 8:11 pm.

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Vicki Paddock, Vice President

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Aaron Dalzot, Secretary