

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
September 20, 2016

President Goshorn called the regular meeting to order at 7:00 pm and led the Pledge of Allegiance. He asked for a roll call. Commissioners present: Libby Baker, Gerry Crews, Vicki Paddock, Michelle Klemz and Jim Goshorn. Commissioners absent: none. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Director of Parks and Planning; Mike Szpylman, Director of Business Services; Scott Crowe, Director of Recreation; Jennifer Gilbert, Director of Marketing and Community Relations; Sabrina Hinkens, Youth Recreation Supervisor Sue McDougle, Hunt Club Park Facility Manager and Suzanne Gage, Administrative Assistant. There were no visitors at the meeting.

A motion was made by Michelle Klemz to approve the minutes of the regular meeting of August 16, 2016. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Libby Baker to approve the minutes of the executive meeting of August 16, 2016. The motion was seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$1,263,701.23 presented on September 20, 2016 was made by Vicki Paddock and seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

The financial report and treasurer's report were reviewed. Commissioner Baker suggested the addition of a brief executive summary of the financial reports (budget report and balance sheet), pointing out highlights and lowlights for the month. The Board concurred and Director Szpylman will add an overview of the budget as part of the Business Services Report going forward.

The President opened the floor to visitors however there were no members of the public in attendance.

Department directors reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard noted that the Ravinia playground project continues to move ahead. Equipment installation is 99% done. Poured-in-place materials are on site and installation will begin tomorrow, weather permitting. Turf installation is to start on Monday Sept. 26. Sundeck material will go on the planters and the concrete inside the shelter. The shelter will be repaired and painted. Drawings are being prepared for the boardwalk; installation is about 8 weeks away.

Commissioner Crews asked about replacement of trees that were removed at O'Plaine Park because of the emerald ash borer. Jeff said that saplings will be planted next spring. Staff will return to Country Trails to continue removing dead trees.

Director of Recreation Scott Crowe noted that the women's fitness studio is currently being renovated. New equipment has arrived. Staff is planning an event on 10/15 to highlight the area. The event will be tied into women's health month. The current women's studio is still in use.

Distinguished accreditation review occurs on Thursday. Scott has worked with our mentor to be sure we will do well.

Scott also noted that the Touch-a-truck event last Friday was very successful with a great turnout. It was also noted that theater programs have been cancelled this fall. Staff will be reviewing the program in hopes of bringing it back this winter.

Scott introduced Sabrina Hinkens and Sue McDougale who are integral in making the camp program so successful. Sabrina highlighted the camp report. Revenue was over \$1 million dollars again. There were 165 staff and 1,175 individual campers enrolled. The Executive Director complimented Sabrina and Sue for the outstanding job meeting all of the challenges in working with the children and parents as well as their young staff members. They balance fun and safety.

The Board congratulated Scott Crowe on achieving Certified Park and Recreation Executive (CPRE) status through NRPA.

Director of Business Services Mike Szpylman is completing the last front desk staff RecTrac training tonight. Mike developed the training script that our employees are using. On Monday Sept. 26, Vermont Systems will be on site to convert our software to version three.

Mike noted that President Goshorn will sign an order calling for a public hearing regarding the Board's intent to sell annual rollover bonds in the estimated amount of \$975,000. The hearing will be held at the October 18 board meeting at 7 pm.

Director of Marketing and Community Relations Jennifer Gilbert discussed her report. She noted that the River Trail School playground ribbon cutting had nice attendance by officials, staff and school children. Jeff's team did an exceptional job getting it completed. There was good coverage by the media as well.

She noted that staff is planning a women's fitness event and membership drive on October 15 and securing donations from vendors. This could become an annual event. The offer of the month will be \$25 to join and free childcare all day on October 15.

Jennifer and the GO Gurnee committee are evaluating some additional activities for the GO Gurnee movement. She noted that the Village of Antioch approached the park district for assistance to start "GO Antioch". Staff supplied them with some branding materials. "Stories and Strollers", a toddler event held in conjunction with the library, was very successful with about 75 participants.

The Executive Director reviewed her report. She reminded the Board that the 28<sup>th</sup> Annual Tree Dedication will be held on Sunday, October 2 at 1 pm. She hopes that many Board members can attend. 16 trees and one park bench will be dedicated. Invitations went out on September 8.

Susie mentioned the River Trail School playground ribbon-cutting had a great turnout. It was a very successful project, done cooperatively with School District 56. President Goshorn and Commissioners Paddock and Crews represented the Board. Senator Link and Representative Jesiel were also in attendance. Superintendent Hutton was very grateful.

## ACTION ITEMS

A motion was made by Michelle Klemz to approve the revised Gurnee Park District Board Policy Manual as presented. Motion seconded by Vicki Paddock. After some discussion, roll call vote was taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Gerry Crews to approve the revised Bereavement Leave personnel policy as presented. Motion seconded by Vicki Paddock. After brief discussion, roll call vote was taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Michelle Klemz to approve the revised Gurnee Park District Ordinance Code as presented. Motion seconded by Vicki Paddock. After discussion, a roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to adjourn was made by Michelle Klemz and seconded by Gerry Crews. On voice vote, all voted aye. The meeting adjourned at 8:05 pm.

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James G. Goshorn, President

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Michelle Klemz, Secretary