

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
January 17, 2017

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; 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 December 20, 2016. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

A motion was made by Vicki Paddock to approve the minutes of the executive meeting of December 20, 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 to approve the total bills, payouts and payroll in the amount of \$789,368.49 presented on January 17, 2017 was made by Gerry Crews 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.

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 stated that staff is doing tree trimming and working in the woods when weather permits. Ice rinks were being used prior to the warmer weather. President Goshorn commented that the Ravinia Park bridge over the wetlands is beautiful.

Director of Recreation Scott Crowe noted that Frosty Fest went well despite the warm temperatures. Offering this event during the day has been a positive change. Camp/preschool registration begins February 6. Staff recently held a job fair and 110 people came out. Group interviews are underway. Most summer jobs will be filled by mid-March.

Scott noted the annual total of volunteer hours – there were 10,050 hours donated in 2016. At \$10/hour, it means a savings of \$100,500. Volunteer Coordinator Chelsi Todd is testing a web-based volunteer management software. The program will aid in organizing and communicating with current and prospective volunteers and cut administrative time.

Director of Business Services Mike Szpylman reviewed his report. There were no additions to the report.

Director of Marketing and Community Relations Jennifer Gilbert reported that GPD will be in the Agency Showcase competition highlighting GO Gurnee at the IAPD/IPRA conference. This is the first time Gurnee has entered. Katie Burgess took the lead and did a great job on the project. It will be displayed at Hunt Club afterward.

Jennifer noted that they are evaluating camp registration to determine if we can print an abbreviated version in the summer brochure to save money. They are also gearing up for preschool registration.

She is also evaluating how Go Gurnee will fit into the framework of Go Lake County. Staff is customizing the Go Gurnee marketing package for other communities such as Go Deerfield, Go Antioch

and Go Waukegan. The Board asked that Jennifer be aware of the time spent on this so that it does not become burdensome.

The Executive Director reviewed her report. 2016 accomplishments were reviewed. She noted that FitNation is doing so well that the District is setting aside almost \$1 million for future debt service payments. Membership is still growing, three years into the venture. She congratulated the team for making it all happen.

The concept of a summer lunch program was discussed. School districts have many children on the “free and reduced” school lunch program and many of them do not have access to meals in the summer. The Illinois State Board of Education sent a letter inviting park districts to help with this issue. In District 56, it is 38%, though most of the children are not in Gurnee itself. The Executive Director and District 56 Superintendent Dr. Hutton attended an information session, along with Jennifer Gilbert. The School District would sponsor the program and the Park District would provide a park site to serve the food. Food can come from the Northern Illinois Food Bank and be reimbursed through the federal program. There would be no true cost to the Park District. The geographic area that would qualify is in the area of our Village Park. We would try to create more awareness of this need and possibly solicit sponsorships. The Board gave its approval of the concept.

Susie noted the demographic data that has been gathered recently from a commercial real estate firm. This data is being analyzed and incorporated into the Strategic Plan that will come to the Board in February. She invited the Board’s feedback as they review the statistics.

Susie reported that WTHS Superintendent Dr. Ahlgrim reached out to GPD to participate in their Staff Wellness Day. Some of our staff took part in the event and the District made FitNation available to WTHS staff that day. She noted that this is a great start to a strong partnership in wellness.

#### ACTION ITEMS

A motion was made by Libby Baker to approve the Gurnee Park District Policy Manual as presented. Motion seconded by Vicki Paddock. Susie noted that a transgender policy has not been included at this time. She thanked the staff for their work on the project. Commissioner Baker commended everyone as well. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

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

#### OTHER BUSINESS

The Executive Director noted that she was asked to serve on the Village’s Walkability Committee.

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

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James G. Goshorn, President

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Michelle Klemz, Secretary