

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
February 21, 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; Sarah Sinclair, Facility Maintenance Supervisor; Steve Becker, Grounds Operations Supervisor; Kraig Owens, Safety Specialist; Sabrina Hinkens, Youth Recreation Supervisor; Sue McDougle, HCPCC Facility Manager; Chelsi Todd, Recreation Team Assistant; Beckie Korzyniewski, VPCC Facility Manager; Ron Dorsey, Adult Program Supervisor; Liz Gnippe, Marketing Specialist; Fred Colón, IT Coordinator; Janet Billiter, Front Desk Supervisor; Pat Bodame, Fitness Services Supervisor; Shawn Zimmerman, Fitness Facility Manager; Matthew Vanderkamp, Fitness Operations Supervisor; consultant Chuck Balling and Suzanne Gage, Administrative Assistant.

A motion was made by Michelle Klemz to approve the minutes of the regular meeting of January 17, 2017. 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 to approve the total bills, payouts and payroll in the amount of \$750,847.33 presented on February 21, 2017 was made by Gerry Crews and seconded by Vicki Paddock. 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 comments.

IAPD/IPRA Community Service awards were presented. The Board President noted that those nominated are (non-IPRA member) employees, volunteers and sponsors who go above and beyond in assisting the Park District.

Awards were presented to Doris Sundell and Reggie Collymore by Beckie Korzyniewski and Chelsi Todd. Doris and Reggie have been volunteers for over eight years, most notably at our senior mixers. Beckie said, "Whatever the task is, they get it done. Their pleasant and welcoming demeanor warms the dance hall every time they are with us." They are role models for all.

Liz Gnippe presented the award to Ray Reilly, who represented Knauz Auto Park. She said how grateful the District is for their sponsorship of the Fishing Derby, Farmers Market, Trick or Treat Path and Breakfast with Santa. For the last two years they have also covered the entry, food and entertainment cost for nearly 400 monthly mixer participants and sponsored the Sounds of Summer Concert Series and Frosty Fest. They have continually gone the extra mile and Liz said "we cannot thank you enough for positively impacting the lives of our residents." Mr. Reilly said that Knauz "believes in community."

Sabrina Hinkens presented the award to employee Angie Haynes. Angie not only drives the Park District bus for summer camps, but she creates an experience for everyone who rides her bus. She drives for Woodland Transportation and has also worked at the Park District since 1999. She helps throughout the year by driving for days off programs, preschool field trips, etc. Angie takes the time to teach our preschool campers at Safety City Camp, all about bus safety. She makes a difference for every child and staff member she comes in contact with.

President Goshorn spoke for the Board and said "volunteers and sponsors mean so much to the programs we are able to offer. We are extremely grateful for the partnership and all you do to make our community a better place."

Susie Kuruvilla opened a discussion on the 2017-2022 strategic plan and welcomed facilitator Chuck Balling as well as the Park District leadership team. Facilitator Charlie Williams could not attend the meeting but Susie said both Chuck and Charlie have done an excellent job and the staff has enjoyed working with them. She stated it is a simple document but a good roadmap for the next five years. Chuck Balling then discussed the process that was followed and commented on how impressed he was by statements made during the community meetings. The community members in attendance related their high level of trust of Gurnee Park District – that GPD treats their children as they treat their children. People also see a lot of value in the services the Park District offers. Leader-to-leader interview comments showed that GPD has great relationships with leaders at other agencies and with legislators. Initiatives are very well written and researched and that the particular initiative on health and wellness is unique to Gurnee.

The leadership team presented the seven initiatives:

Initiative #1: Excellence in Parks and Facilities

Team leader Jeff Reinhard presented the recommendations. Team members were Chris Marzano, Steve Becker, Sue McDougle and Sarah Sinclair.

Initiative #2: Exceptional Programs and Services for the Community

Team leader Scott Crowe presented the recommendations and introduced his team members Beckie Korzyniewski, Ron Dorsey and Shawn Zimmerman.

Initiative #3: Leader in Promoting Health and Wellness for the Community

Team leader Jennifer Gilbert discussed these recommendations. Her team included Pat Bodame, Matthew Vanderkamp and Sue McDougle.

Initiative #4: Strong Intergovernmental Relations and Community Engagement

Team leader Susie Kuruvilla and team members Jennifer Gilbert, Sabrina Hinkens and Beckie Korzyniewski worked on this initiative.

Initiative #5: Effective Communications, Marketing and Customer-Friendly Processes

Team leader for this initiative is Jennifer Gilbert with team members Beckie Korzyniewski, Fred Colón and Janet Billiter.

Initiative #6: Highly Engaged Employees

Scott Crowe led the team of Kara Moss, Mike Szpylman and Kraig Owens. Scott presented these recommendations.

Initiative #7: Financial Stability

Mike Szpylman led this initiative along with Jeff Reinhard, Scott Crowe, Shawn Zimmerman and Susie Kuruvilla.

President Goshorn suggested that after approval, an electronic copy of the Strategic Plan should be emailed to those leaders who were interviewed. He will draft a cover email for those he interviewed and other board members were encouraged to do the same.

Chuck Balling advised the Board “to focus on the District’s philosophy – the Categories of Services – and how do we best use the tax dollars that we have?” The ability to focus on what we do well sets Gurnee apart. Some boards get into a business that perhaps they should not have gotten into. His advice was “don’t invest in something that can’t be sustained for the long term.” He and Charlie Williams were very impressed with the quality of the staff and how the staff loves what they do. Susie thanked the staff for their work as well as the Board for their leadership and guidance. The Board also thanked the staff for the work that is displayed in the Plan. The next step is to put the Plan on the GPD website and ask for community comments. Any changes that are suggested would be brought to the Board. The final Plan will be approved at the March meeting. Annual goals will be based on this plan. Each year new goals will be

addressed at that particular time with the leadership team preparing them together. The Executive Director will provide the Board an update on the Strategic Plan in each year. President Goshorn thanked Susie Kuruvilla for setting the tone and providing the leadership on the Plan.

Department Directors reviewed their written reports with the Board.

Director of Parks and Planning Jeff Reinhard stated that Country Trails Woods has been cleaned up since the weather has been very good. Trees will be planted in the spring. There was also brief discussion on the FitNation pool piping upgrades.

Director of Recreation Scott Crowe noted that Gurnee Days Honoree nominations are due by March 25. The Board was invited to submit a nomination. Pool pass sales, camp and preschool registration are right in line with last year. Commissioner Klemz noted that Enchanted Evening was terrific and how everything was top notch. The Board President congratulated Kara Moss and the aquatic team on receiving the Ellis & Associates 2016 Platinum International Aquatic Safety Award. The award recognizes the aquatic staff's commitment to professional excellence and desire to make a difference for our patrons. Only the top 10% of Ellis clients receive this award.

Scott Crowe was congratulated for his receipt of the Jim Berousek Distinguished Alumnus Award from Western Illinois University. The award recognizes Scott for his hard work and dedication to his career.

Director of Business Services Mike Szpylman reviewed his report. He noted that the first draft of the budget will be presented at the March meeting. The Board congratulated Mike and the Business Services team on receipt of the 19th consecutive GFOA Certificate of Excellence for fiscal year 2015/2016 Comprehensive Annual Finance Report.

Director of Marketing and Community Relations Jennifer Gilbert noted that **GO GURNEE** was presented as **GO Lake County** at the Together Summit held last month. Critical influencers were brought together to address how, as a County, we can collectively impact health initiatives and wellness. Jennifer is serving as co-chair on the County's walking committee.

Jennifer also noted that she is proud of the Marketing team. The District entered for the first time and placed third at the state conference in the IPRA Showcase which featured **GO Gurnee**. She also noted that sponsorships and amounts received are listed in her report. Liz Gnippe was commended for her hard work.

The Executive Director reviewed her report.

The future of the Farmers Market was discussed. During the years 1999-2012 attendance averaged 500-700 visitors each week but since then attendance has dwindled to 200-300 people. Although many resources were put into promoting the Market, the vendors have been unhappy with their sales and participants do not like the day and time the Market is offered. Vendor schedules do not allow the day and time to be changed. Staff therefore recommended discontinuing the Market and putting those resources into other areas to serve our residents better. The Board President thanked the staff for involving the Board in the decision, even though it is an operational decision. Since there might be an emotional impact to the community, he appreciated that it was discussed with the Board.

The Executive Director noted that Board members are encouraged to attend the IAPD Legislative Conference in Springfield. It will be held May 2 and May 3<sup>rd</sup> this year. Interested Board members will follow up with the staff.

#### ACTION ITEMS

A motion was made by Libby Baker to approve the affiliate agreement with Blue Devil Swim Club as presented. Motion seconded by Gerry Crews. Scott Crowe noted that the Club has a new president this

year but he could not attend the meeting. He recommended approval of the agreement. Roll call vote was taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. Motion carried.

#### OTHER BUSINESS

Commissioner Baker notified the Board that she will be absent from the April and May Board meetings. She is running unopposed for re-election on April 4. Her new oath of office will be administered at the June board meeting.

There was discussion regarding the current scheduling system for pickleball being inadequate. The Executive Director and Scott Crowe will investigate options to make reservations more equitable for interested players.

A motion was made by Libby Baker to enter executive session at 9:30 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)(1))
- Semi Annual Review of Executive Session Minutes - Sec. 5 ILCS 120/2 (c) (21)

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

A motion was made by Vicki Paddock to return to open session at 9:40 pm. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

A motion was made by Vicki Paddock to release executive session minutes dated December 20, 2016 as recommended by staff. All other closed session minutes not released are deemed to still be confidential and will not be released at this time. Motion seconded by Gerry Crews. Roll call vote taken. Ayes: Baker, Crews, Klemz, Paddock and Goshorn. Nays: none. Absent: none. 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 9:40 pm.

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James G. Goshorn, President

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Michelle Klemz, Secretary