

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
July 16, 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: Sandra Campbell, Vicki Paddock, Gerry Crews and Jim Goshorn. Also present: Susie Kuruvilla, Executive Director; Mike Wick, Director of Recreation; Mike Szpylman, Director of Business Services; Jennifer Gilbert, Director of Marketing and Community Relations; Jeff Reinhard, Director of Parks; and Melissa Greenthal, Operations Analyst.

The Board appointed Michelle Klemz to the open seat on the Board vacated by Libby Baker. Through a motion made by Gerry Crews and seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Paddock, Campbell, and Goshorn. Nays: none. Absent. None. Motion carried. Secretary Campbell administered the oath of office to Michelle Klemz.

A motion was made by Vicki Paddock to approve the minutes of the regular meeting of June 18, 2019. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Klemz, Paddock, Campbell, and Goshorn. Nays: none. Absent. None. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$1,546,985.20 presented on July 16, 2019, was made by Gerry Crews and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Paddock, Crews, Campbell, and Goshorn. Nays: none. Absent. None. Motion carried.

The financial report and treasurer's report were reviewed.

Department Directors reviewed their written reports with the Board.

Director of Parks Jeff Reinhard reviewed the parks report. The brick pathway at Viking Park should be completed by July 19<sup>th</sup>. The retaining wall around the Viking Park building was repaired to stop animals from going under the building. The Maintenance facility building construction is going well. Village Park has a beaver problem; they are creating dams that are causing an up flow problem near Shirley drive. The parks team is meeting with someone from the US Department of Agriculture for assistance.

Director of Recreation Mike Wick reviewed the recreation report. Patrick Bodame, the Fitness Facility Manager, is moving on to a new position as Superintendent of Recreation for Hoffman Estates Park District. Pat expressed his gratitude and thanks to Gurnee Park District. Camp staff had mid-summer training where each group dressed up and did trivia based on Gurnee Park District customer service, policy, and procedures. The Aquatic Manager position has been filled, Diane DeLorenzo will start August 5<sup>th</sup>. The pool managers at the Aquatic center are doing a wonderful job in the absence of an Aquatic Manager. Swim School memberships are staying steady around 400.

Director Mike Szpylman reviewed the Business Services report. Director Szpylman met with the president at the Gurnee Community Bank; they have an aggressive money market account that is only available for government entities that have similar interest rates to CDs. Once we have the minimum \$1,000,000 to open the account Director Szpylman will find out the current interest rate on the money market.

Director of Marketing and Community Relations Jennifer Gilbert reviewed her report. A commercial has been shot for FitNation through Comcast Advertising. Once the ad is completed it will run on Comcast NFL and through Hulu in selected areas. The web \$10 daily aquatics pass sales are doing well and have almost hit their goal. The marketing team is monitoring and responding the reviews promptly. The ultimate goal is to send out surveys shortly after individuals leave a facility/event to get customer feedback.

Executive Director Susie Kuruvilla reviewed her report. Gurnee Days is a few weeks away; planning is going well. The park tour is scheduled for July 23, 2019 and will depart from Viking Park.

#### ACTION ITEMS

A motion was made by Vicki Paddock to approve Fiscal Year 2018/2019 Audit as presented and was seconded by Gerry Crews. Ann Van Vooren from Lauternach and Amen presented the audit report. Gurnee Park District received the clean opinion; this is the best that a municipality and park district can receive. Gurnee Park District received the Certificate of Achievement for the 20<sup>th</sup> year. Commissioner Crews asked who monitors the legal debt limit of the park district. Executive Director Kuruvilla indicated Chapman and Cutler, Ancel Glink, and Spirit Financial watch that we do not go over the limit while management and the board will monitor how close we go to the limit. Roll call vote taken. Ayes: Crews, Klemz, Campbell, Paddock, and Goshorn. Nays: none. Absent. None. Motion passed.

A motion was made by Gerry Crews to approve the fund transfer of \$153,000 from the Corporate Fund and \$182,000 from the Recreation Fund to the Capital Replacement/Development Fund and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Campbell, Paddock, Crews, and Goshorn. Nays: none. Absent. None. Motion passed.

A motion was made by Michelle Klemz to approve the field use agreement with FC Lake County Soccer Club as presented and was seconded by Gerry Crews. Roll call vote taken. Ayes: Campbell, Crews, Paddock, Klemz, and Goshorn. Nays: none. Absent. None. Motion passed.

A motion was made by Gerry Crews to approve the expense of \$49,850 to replace the water heater at Hunt Club Park Aquatic Center and deem this item as an emergency repair and waive competitive bidding requirements and have Emcor Services purchase and install the heater and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Campbell, Paddock, Klemz, Crews, and Goshorn. Nays: none. Absent. None. Motion passed.

#### OTHER BUSINESS

A motion to adjourn was made by Vicki Paddock and seconded by Gerry Crews. On voice vote, all voted aye. The meeting adjourned at 8:22 pm.

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James G. Goshorn, President

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Sandra Campbell, Secretary