

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
August 20, 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: Saundra Campbell, Vicki Paddock, Michelle Klemz, 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; Diane Delorenzo, Aquatic Facility Manager; and Melissa Greenthal, Operations Analyst.

A motion was made by Gerry Crews to approve the minutes of the regular meeting of July 16, 2019. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Crews, Klemz, Paddock, Campbell, and Goshorn. Nays: none. Absent. None. Motion carried.

A motion was made by Vicki Paddock to approve the minutes of the special meeting of July 23, 2019. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Campbell, Paddock, Crews, Klemz, and Goshorn. Nays: none. Absent. None. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$1,520,311.59 presented on August 20, 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 Maintenance Facility is progressing with a projected completion of November 6, 2019. South Park equipment is installed with timber work and mulch to be completed. The South Park entrance is being looked at for ADA compliance to include a quote to reduce the slope of the pathway and lengthen the pathway to the basketball courts. Commissioner Goshorn commended the parks team for all their hard work during Gurnee Days. Hunt Club was closed from August 12- 18 for the annual facility maintenance.

Director of Recreation Mike Wick reviewed the recreation report. Director Wick introduced the new Aquatic Facility Manager, Diane DeLorenzo. The aquatic staff have done a wonderful job this summer. The FitNation and Hunt Club provided promotional t-shirts on the 4th of July and they were incredibly popular. Summer camp was a huge success this year with no major concerns or safety issues. A pool party for the campers was held on August 1st with 461 campers in attendance. The GO Gurnee Water Walking, a water aerobics class, was a huge success. Commissioner Goshorn asked for an update on the Fitness Facility Manager opening. Director Wick indicated a round of interviews were completed with no success in locating a candidate. Swim School has 422 as of mid-August; realistically the program can handle between 425 and 450 members at a time.

Director Mike Szpylman reviewed the Business Services report.

Director of Marketing and Community Relations Jennifer Gilbert reviewed her report. The daily aquatic sales are up to \$55, 980 with the biggest sales out of Lake Villa and Grayslake. The web dailies currently have a 92% usage rate. Director Gilbert presented the commercial that was filmed and edited through Comcast. There is additional footage in addition to the 30-second commercial to use on social media platforms. Commissioner Campbell asked where the commercial will air. Director Gilbert indicated through Comcast on several channels in targeted areas in addition to on Hulu, Roku, Apple TV and other viewing platforms.

Executive Director Susie Kuruvilla reviewed her report. Tree Dedication is coming up on September 29th at 1 pm. In April and May, we discussed more financial information presented to the board; this will be done quarterly. Director Szpylman presented the financial graphs regarding the recreation programs, fitness memberships and aquatics. The fees and services are monitored and projected regularly to determine if they are on budget and to view a comparison of where revenue was at the same time last year. As of the end of July 2019, we are projecting at 98% of the FY 2019/2020 budget. Commissioner Goshorn asked why the Special Events fund is -\$21,623. Director Szpylman indicated most special events such as concerts and the Easter Egg Hunt are free events. The Capital Budget was presented to demonstrate the budget compared to projections of the various projects such as the playground replacements, vehicles, and Maintenance Facility. The budgeted expenditures are reviewed by Category and by area.

Executive Director Kuruvilla presented the iDashboards related to the Hunt Club Park Aquatic Center. The dashboards allow for a real-time view of the aquatic attendance with a breakdown by the hour and day of the week to see which areas are the most popular. The attendance is presented for the aquatics from 2012 to the present. The Aquatics Web Daily Sales dashboard provides real-time data of the daily aquatic sales by zip code and referral type.

ACTION ITEMS

A motion was made by Gerry Crews to approve resolution #19/20-2 to open a new money market account at Gurnee Community Bank to be used for investment purposes 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 Vicki Paddock to approve the purchase of playground equipment for Providence Park from BCI Burke, Fond du Lac, WI at a cost of \$97,039 and was seconded by Sandra Campbell. Director Reinhard presented the playground equipment plans based on staff and community feedback. Commissioner Campbell asked when the park will be installed. Director Reinhard indicated the park will be installed fall of 2019. 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 lowest responsible bid from Hacienda Landscaping for the installation of playground equipment at Providence Park at a cost of \$107,650 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

The Village of Gurnee provided Gurnee Park District survey results from the National League of Cities. Results from the survey showed that in all regions and cities with a population under 50,000 parks and recreation are the number 1 item people look for in a city.

A motion was made by Vicki Paddock to enter executive session at 8:34 pm to discuss:

- Discussion of minutes of meetings lawfully closed, whether for approval of the minutes by the body or semi-annual review of minutes. (5ILCS 120/2 (c)(11))

Motion seconded by Gerry Crews Roll call vote taken. Ayes: Paddock, Klemz, Crews, Campbell, and Goshorn. Nays: none. Absent: none. Motion carried. Susie Kuruvilla was authorized to attend the closed session.

A motion was made by Vicki Paddock to return to open session at 8:38 pm. Motion seconded by Gerry Crews. On voice vote, all voted aye and the Board returned to open session.

A motion was made by Vicki Paddock to release executive session minutes dated 10/16/2018, 3/19/2019 (I), 4/16/2019 (I) as recommended by staff. Motion seconded by Gerry Crews. Roll call vote taken.

Ayes: Crews, Campbell, Klemz, Paddock, and Goshorn. Nays: none. Absent: none. Motion carried.

A motion to adjourn was made by Gerry Crews and seconded by Vicki Paddock. On voice vote, all voted aye. The meeting adjourned at 8:40 pm.

James G. Goshorn, President

Saundra Campbell, Secretary