

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
December 21, 2021

President Goshorn called the regular meeting to order at 7:00pm. The President led the Pledge of Allegiance and asked for roll call. Commissioners present: Michelle Klemz, Vicki Paddock, Aaron Dalzot, and Jim Goshorn. Commissioners absent: Gerry Crews. Also present: Susie Kuruvilla, Executive Director; Mike Szpylman, Director of Business Services; Mike Wick, Director of Recreation; Kraig Owens, Director of Parks and Planning; Jennifer Gilbert, Director of Marketing and Community Relations; and Melissa Greenthal, Operations Analyst.

A motion was made by Michelle Klemz to approve the minutes of the regular meeting of November 16, 2021. The motion was seconded by Vicki Paddock. Roll call vote taken. Ayes: Dalzot, Paddock, Klemz, and Goshorn. Nays: none. Absent. Crews. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$2,457,760.371 presented on December 21, 2021, was made by Michelle Klemz and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Dalzot, Paddock, and Goshorn. Nays: none. Absent. Crews. Motion carried.

The financial report and treasurer's report were reviewed.

Director of Parks Kraig Owens reviewed the parks report. A significant windstorm occurred the week of December 13 cleaning occurred to take care of tree branches, some pine trees, and shingles.

Director of Recreation Mike Wick reviewed the recreation report. Breakfast with Santa was a huge success. Swim School is at 306. FitNation membership is at 3,241. FitNation visits were at a year high yesterday at over 900. Frosty Fest is the next Special Event on January 8th.

Director Mike Szpylman reviewed the Business Services report.

Director Jennifer Gilbert reviewed the Marketing and Community Relations report. Commissioner Klemz asked how the small mailers vs the entire brochure being mailed is going. Director's Gilbert and Wick indicated there has been little issue and the front desk is handling any assistance in reviewing the entirety of the brochure. Congratulations on over 10,000 likes on the Gurnee Park District facebook page.

Executive Director Susie Kuruvilla reviewed her report. Covid-19 cases are on the rise; the park district is adjusting accordingly. Staff shortages continue but everyone is stepping up to assist in all areas as needed. Programming is going well overall. FitNation memberships are growing but we are also reflecting on new ways to bring the revenue in. Fitness Daily promotions are occurring as people shift their way of thinking and purchasing.

ACTION ITEMS

A motion was made by Vicki Paddock to approve Ordinance #21/22-4 abating taxes for the year 2021 to pay debt service on the \$8.51 million general obligation bonds series 2013A (alternate revenue source) issued for the purchase and improvement of FitNation and was seconded by Michelle Klemz.

Roll call vote taken. Ayes: Paddock, Klemz, Dalzot, and Goshorn. Nays: none. Absent. Crews. Motion passed.

A motion was made by Michelle Klemz to approve Ordinance #21/22-5 abating taxes for the year 2021 to pay debt service on the \$1.99 million general obligation bonds series 2014A (alternate revenue source) issued for the rehabilitation of the FitNation facility and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Paddock, Dalzot, Klemz, and Goshorn. Nays: none. Absent. Crews. Motion passed.

A motion was made by Vicki Paddock motion to approve Ordinance #21/22-6 abating taxes for the year 2021 to pay debt service on the \$3.91 million general obligation bonds series 2015B (alternate revenue source) issued to refund 2005 debt certificates and was seconded by Michelle Klemz. Roll call vote taken. Ayes: Dalzot, Paddock, Klemz, and Goshorn. Nays: none. Absent. Crews. Motion passed.

Executive Director Kuruvilla and Director Szpylman discussed the current processes in payroll, application, and time and attendance and the process of looking for a new Human Resources Information and Payroll system. Paycom allows tracking of an employee from application to leaving the park district. The Payroll Specialist, HR Generalist, Director of Business Services, Director of Parks & Planning and Manager of Recreation and Facility Services did their due diligence to determine a software that meets all the needs of the park district. A motion was made by Michelle Klemz to enter into an agreement with Paycom as the Human Resources Information and payroll System for Gurnee Park District at an estimated annual cost of \$96,650 and was seconded by Vicki Paddock. Roll call vote taken. Ayes: Klemz, Paddock, and Goshorn. Nays: none. Absent. Crews. Motion passed.

OTHER BUSINESS

A motion to adjourn was made by Vicki Paddock and seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 7:40pm.

James G. Goshorn, President

Michelle Klemz, Secretary