

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
April 18, 2023

President Goshorn called the regular meeting to order at 7:01pm. The President led the Pledge of Allegiance and asked for roll call. Commissioners present: Jim Goshorn, Aaron Dalzot, Gerry Crews, and Vicki Paddock. Commissioners Absent: Michelle Klemz. Also present: Susie Kuruvilla, Executive Director, Mike Wick, Director of Recreation; Kraig Owens, Director of Parks; Mike Szpylman, Director of Business Services; and Jennifer Gilbert, Director of Marketing and Community Relations.

A motion was made by Crews to approve the minutes of the regular meeting of March 21, 2023. The motion was seconded by Dalzot. Roll call vote taken. Ayes: Crews, Goshorn, Dalzot and Paddock. Nays: none. Absent: Klemz. Motion carried.

A motion was made by Paddock to approve the minutes of the Executive Session meeting of March 21, 2023. The motion was seconded by Crews. Roll call vote taken. Ayes: Crews, Goshorn, Dalzot and Paddock. Nays: none. Absent: Klemz. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$855,482.36 presented on April 18, 2023, was made by Crews and was seconded by Paddock. Roll call vote taken. Ayes: Crews, Paddock, Dalzot and Goshorn. Nays: none. Absent: Klemz. Motion carried.

The financial report and treasurer's report were reviewed.

The Vice President opened the floor to visitors; there were no visitor comments.

Mayor Tom Hood presented a Village of Gurnee review which included staff, services, accomplishments and commentary on the agency's collaboration with Gurnee Park District. President Goshorn recognized the positive partnership between the two agencies.

Department Directors reviewed their written reports with the Board.

Director of Parks Kraig Owens reviewed the parks report. Mowing operations have started. President Goshorn inquired about the climbing wall review and recommendations. Owens indicated that the recommendations are being implemented.

Director of Recreation Mike Wick reviewed the recreation report. Wick indicated that FitNation gained 100 new members during the month. Aquatic Center pass sales are nearly double the sales as in 2022. Hiring continues for seasonal positions and the soccer season has started. Goshorn recognized the Above the Barre program.

Director of Business Services Mike Szpylman reviewed the business services report.

Director Jennifer Gilbert reviewed the Marketing and Community Relations report. Gilbert recognized that the team is off to a great start for the upcoming fiscal year's sponsorships. The website project RFP was released. Director Gilbert also indicated that a summer intern was selected.

Commissioner Crews inquired further about sponsorships to which Director Gilbert responded that she believed the district should hit budgeted targets.

Executive Director Susie Kuruvilla reviewed her report. Director Kuruvilla gave an update on the customer service standards, SOFFI which have been updated to better reflect the values of the district. Next Practice conducted two surveys and several focus groups to get feedback from employees. The updated values is SOFIE acronym serve, ownership, fun, inclusion and excellence. Trainings will be conducted to convey the new SOFIE values.

Commissioner Crews recognized the team, staff and board members for the excellent job they do in delivering services to the community.

#### ACTION ITEMS

A motion was made by Paddock to approve the Fiscal Year 2023/2024 budget as presented and seconded by Crews. Roll call vote taken. Ayes: Crews, Dalzot, Goshorn and Paddock. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Paddock to approve the Fiscal Year 2023/2024 Annual Goals as presented and seconded by Dalzot. Roll call vote taken. Ayes: Crews, Dalzot, Goshorn and Paddock. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Crews to accept fiscal year 2023/2024 budget and appropriation ordinance in tentative form and publish notice of a public hearing to be held on May 16, 2023 at 7:00pm at Viking Park and seconded by Paddock. Roll call vote taken. Ayes: Crews, Dalzot, Goshorn and Paddock. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Crews to approve the Five Year Capital plan as presented and seconded by Dalzot. Roll call vote taken. Ayes: Crews, Dalzot, Goshorn and Paddock. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Dalzot to accept the lowest responsible bid from American Outfitters, Waukegan, IL for Gurnee Park District apparel including shirts for participants, staff apparel, hats and backpacks in the amount of \$41,778.25 and seconded by Paddock. Roll call vote taken. Ayes: Crews, Dalzot, Goshorn and Paddock. Nays: none. Absent: Klemz. Motion passed.

A motion was made by Dalzot to accept the lowest responsible bid from DK Contractors, Inc., Pleasant Prairie, WI for Viking Park Softball Improvement in the amount of \$246,000 and seconded by Paddock. Roll call vote taken. Ayes: Crews, Dalzot, Goshorn and Paddock. Nays: none. Absent: Klemz. Motion passed.

A motion to adjourn was made by Paddock and seconded by Crews. On voice vote, all voted aye. The meeting adjourned at 8:25pm.

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James G. Goshorn, President

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Michelle Klemz, Secretary