

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
December 20, 2022

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: Gerry Crews, Aaron Dalzot, Vicki Paddock, and Jim Goshorn. Commissioners Absent: Michelle Klemz. Also present: Susie Kuruvilla, Executive Director; Mike Wick, Director of Recreation; Kraig Owens, Director of Parks; Mike Szyplman, Director of Business Services; and Jennifer Gilbert, Director of Marketing and Community Relations.

A motion was made by Paddock to approve the minutes of the regular meeting of November 15, 2022. The motion was seconded by Crews. Roll call vote taken. Ayes: Crews, Dalzot, Paddock, and Goshorn. Nays: none. Absent: Klemz. Motion carried.

A motion was made by Crews to approve the Executive Session minutes of the Executive Session on November 15, 2022. The motion was seconded by Paddock. Discussion was to revise the typographical error of the session date from 10/15/22 to the correct date of 11/15/22. Roll call vote taken. Ayes: Crews, Dalzot, Paddock, and Goshorn. Nays: none. Absent: Klemz. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$2,921,090.45 presented on December 20, 2022, was made by Paddock and was seconded by Dalzot. 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 President opened the floor to visitors; there were no visitors present.

Department Directors reviewed their written reports with the Board.

The Business Services Report was moved to the beginning of Directors' Reports. Director of Business Services, Mike Szyplman, introduced the new Accounting Manager, Christina Goss to the board. She has private sector experience in the accounting and finance industry.

Director of Parks Kraig Owens reviewed the parks report. Two items not listed in the report; Chris Marzano was recently hired as Risk Manager (formerly Athletics Supervisor). Owens followed up with the state bid contract approved in November to explain that the bid also includes a lottery system for purchase of vehicles with only 65 available. Due to supply chain issues, we were only able to secure one of the requested vehicles. The fleet can withstand an additional year to get the other vehicle.

Director of Recreation Mike Wick reviewed the recreation report. Mike noted that FitNation was over 4,000 members. The buy two, get one promotions have helped lift membership totals. Holiday special events have been successful. Holiday Lights had great attendance. Mike thanked the Commissioners for their help cooking for Breakfast with Santa. Artic Express was well received by the community and will return next year. Diane DeLorenzo presented the Hunt Club Park Aquatic Center Report. She also introduced Amada Kochenash, Aquatics Coordinator. Kochenash previously worked at Gurnee Park District as a lifeguard. Goshorn commented on the seasonal

return rate of staff and complimented the team on their retention rate as well as a very successful and safe season. DeLorenzo, reminded the Board that the staff did win Guard Games this season.

Director Jennifer Gilbert reviewed the Marketing and Community Relations report. Gilbert added that the department had supported the Human Resources and Recreations Team for summer staff recruitment at the High School. Together, the teams created “Finals Survival Packs” with snack for students. A QR codes was provided to collect information from students interested in Summer Employment. A total of 775 students scanned the code and 437 submitted contact information for recruitment.

Executive Director Susie Kuruvilla reviewed her report. Kuruvilla indicated that Gurnee Park District received the GFOA budget award. She recognized the Business Department and Directors for their work in developing the budget. Kuruvilla indicated that Gurnee Park District will be hosting a Legislative Breakfast on March 3, 2023. She encouraged the commissioners to attend. Kuruvilla also mentioned that a 6 month update to annual goals was presented for the Commssioners review this month. 23/24 goals will be developed in January of 2023. Goshorn asked about Park Dedications for projects completed this fall. Kuruvilla indicated that dedications will be scheduled for late Spring.

#### ACTION ITEMS

A motion was made by Crews to approve the tax levy abatement ordinance #22/23-4 and seconded by Paddock. Roll call vote taken. Ayes: Crews, Paddock, Dalzot, and Goshorn. Nays: none. Absent. Klemz. Motion passed.

A motion was made by Paddock to approve tax levy abatement ordinance #22/23-5 and was seconded by Dalzot. Roll call vote taken. Ayes: Paddock, Dalzot, Crews, and Goshorn. Nays: none. Absent. Klemz. Motion passed.

A motion was made by Crews to approve tax levy abatement ordinance #22/23-6 and was seconded by Paddock. Roll call vote taken. Ayes: Paddock, Crews, Dalzot, and Goshorn. Nays: none. Absent. Klemz. Motion passed.

A motion was made by Dalzot to approve the revised Full-Time time-off policy as presented and was seconded by Paddock. Roll call vote taken. Ayes: Dalzot, Paddock, Crews, and Goshorn. Nays: none. Absent. Klemz. Motion passed.

A motion was made by Dalzot to approve Salary Grade Structure for full time employees as presented and was seconded by Paddock. Roll call vote taken. Ayes: Dalzot, Paddock, Crews, and Goshorn. Nays: none. Absent: Klems. Motion passed.

A motion was made by Dalzot to approve the revised policy governing reimbursement for employee travel, meals, and lodging expenses as presented and was seconded by Paddock. Roll call vote taken. Ayes: Dalzot, Paddock, Crews, and Goshorn. Nays: none. Absent. Klemz. Motion passed.

A motion to adjourn was made by Crews and seconded by Paddock. On voice vote, all voted aye. The meeting adjourned at 7:33pm.

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James G. Goshorn, President

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Michelle Klemz, Secretary