

Regular Meeting Minutes of the
Gurnee Park District Board of Commissioners
August 20, 2013

President Jim Goshorn called the meeting to order at 7:00 p.m. and led the pledge of allegiance. He asked for roll call. Commissioners present: Gerry Crews, Libby Baker, Michelle Klemz and Jim Goshorn. Commissioners absent: Vicki Paddock. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Michael Szpylman, Supt. of Business; Scott Crowe, Supt. of Recreation; Tim Beckmann, Aquatic Manager; Pool Manager Jenni Salisbury and Lifeguard Allison Salisbury; Sean Aldrich, Business Services Coordinator; Jennifer Gilbert, Marketing/PR Manager and Suzanne Gage, Administrative Assistant. There were no other visitors.

A motion was made by Libby Baker to approve the minutes of the regular meeting on July 16, 2013. The motion was seconded by Gerry Crews. Roll call vote taken. Ayes: Crews, Klemz, Baker, and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Gerry Crews to approve the executive meeting minutes of July 16, 2013. The motion was seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Klemz, Baker, and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion to approve the total bills, payouts and payroll in the amount of \$1,073,608.99 presented on August 20, 2013 was made by Michelle Klemz and seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Klemz, Baker, and Goshorn. Nays: none. Absent: Paddock. Motion carried.

The financial report and treasurer's report were reviewed. The Director stated that there was record camp revenue of \$930,000 this year; a 3% increase from last year. Most importantly, it was a safe year and the participants had fun.

Mike Szpylman introduced Jamie Wilkey, partner in the audit firm Lauterbach & Amen. She reviewed the FY 12/13 audit and thanked Mike and the Business staff for their assistance in its preparation. There were no material journal entries even though the staff had the challenge of a major software conversion this past year. The District received an unqualified opinion; the highest opinion the auditors are able to give. This means that the audit is free of any material misstatements. The audit will be submitted to the Government Finance Officers Association in order to qualify for the Park District's 16th consecutive Certificate of Excellence in Governmental Reporting. President Goshorn commended Mike and the business team for their work. The motion to approve the audit is shown under action items.

There were no visitor comments.

Jeff Reinhard reviewed the Parks Department report. He reported that Lake County is opening bids on August 22 for the demolition of Gurnee Grade School. The building should be razed in September. He also discussed the annual deep cleaning at HCPC. The building is not closing this year as the gym floor will not be re-sealed. Vineyard shelter will be completed this week and then landscaping added. Additional trees are being considered for the interior of the park.

Scott Crowe discussed the Recreation Department report. The camp year has come to an end. Survey results will be summarized next month. Tim Beckmann, Aquatic Manager, introduced Allison Salisbury, who received the Golden Guard award during the latest Ellis audit and who is also on the first place-winning lifeguard games team. At the time of the unannounced audit, Allison was guarding the toddler zone, a very difficult position with many different age groups using that area. She received the award for scanning, which is a difficult skill to teach and to perform consistently. No other district besides GPD has two Golden Guards this summer. Worldwide, 29 individuals have received it this year. The Board thanked Allison for her professionalism and maturity. Scott noted that there will be a perpetual plaque installed in the trophy case honoring all of our Golden Guards.

Mike Szpylman presented the Business Department report. He introduced Sean Aldrich, the new finance and business services coordinator. Sean has already taken the lead on the implementation of Applitrack, on line job

application software and Real Tour Vision interactive software so that potential rental patrons can view our facilities first-hand. The plan is to create a portfolio of events – weddings, parties, bridal and baby showers, etc. as well as parks and facilities. The Board and Director complimented Sean.

The Board President asked the members to review the investment policy and give Mike feedback prior to voting on the policy next month.

Jennifer Gilbert reviewed the Marketing/Public Relations report. She added that they are converting to a new version of our website. It will allow the District to offer a more robust version of our mobile site. Jennifer is working toward accreditation in public relations. She hopes to complete it within a year.

Susie Kuruvilla discussed the Director's Report. She noted that Gurnee Days was a great success; Park District staff did an amazing job. The weather was the 'best ever'. Commissioner Crews noted that the Exchange Club's Rib Fest was highly successful, netting about \$45,000 for scholarships and donations.

The 9/11 Ceremony will occur on September 8 in Viking Park and the Board was asked to consider attending.

Other business:

The Director discussed the topic of resident versus non resident registration dates. Statistics have been analyzed and having two different registration dates may not be warranted. When staggered registration began, it was because space in programs was limited and the district wanted to give residents an earlier registration opportunity. This is no longer a problem. Starting with winter brochure, staff would like to try offering one registration date for both groups and see how it works. The Board concurred.

ACTION ITEMS

A motion was made by Michelle Klemz to approve the fiscal year 2012/2013 audit as presented. Motion seconded by Libby Baker. Roll call vote taken. Ayes: Crews, Klemz, Baker and Goshorn. Nays: none. Absent: Paddock. Motion carried.

A motion was made by Libby Baker to enter executive session at 7:54 p.m. to discuss:

- Semi Annual Review of Executive Session Minutes (5ILCS 120/2 (c)(21)
- The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired 5ILCS 120/2(c)(5)

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

A motion was made by Michelle Klemz to return to open session at 8:07 p.m. Motion seconded by Libby Baker. On voice vote, all voted aye.

A motion was made by Libby Baker to release executive session minutes dated 3/19/13 session I. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

A motion to adjourn was made by Libby Baker and seconded by Michelle Klemz. On voice vote, all voted aye. The meeting adjourned at 8:08 pm.

James G. Goshorn, President

Michelle Klemz, Secretary