

Regular Meeting Minutes of the  
Gurnee Park District Board of Commissioners  
August 21, 2012

President Goshorn called the meeting to order at 7:00 p.m. and led the pledge of allegiance. He asked for a roll call. Commissioners present: Jim Goshorn, Libby Baker, Vicki Paddock, and Michelle Klemz. Commissioners absent: Gerry Crews. Also present: Susie Kuruvilla, Executive Director; Jeff Reinhard, Supt. of Parks; Lisa Sheppard, Supt. of Recreation, Michael Szpylman, Supt. of Business; Jennifer Gilbert, Marketing/PR Manager; Ron Amen representing Lauterbach & Amen and Suzanne Gage, Administrative Assistant. Absent: none. There were no other visitors.

A motion to accept the regular meeting minutes of July 17, 2012 was made by Michelle Klemz and seconded by Vicki Paddock. Roll call vote taken. Ayes: Baker, Goshorn, Klemz and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion to accept the executive meeting minutes of July 17, 2012 was made by Vicki Paddock and seconded by Libby Baker. Roll call vote taken. Ayes: Baker, Goshorn, Klemz and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion to approve the vouchers list dated 8/16/12 in the amount of \$847,029.60 and the supplemental vouchers list dated 8/21/12 in the amount of \$33,201.71 was made by Vicki Paddock and seconded by Michelle Klemz. Roll call vote taken. Ayes: Baker, Goshorn, Klemz and Paddock. Nays: none. Absent: Crews. Motion carried.

The financial and treasurer's reports were reviewed. Susie Kuruvilla stated that the first quarter has been completed and the District doing well.

There were no visitor comments.

Ron Amen, from the audit firm Lauterbach & Amen, presented the FY 11/12 audit and answered questions. The District received an unqualified (meaning "clean") report. For the 14<sup>th</sup> year, the District has earned the GFOA Certificate of Excellence in Financial Reporting. Only 38 park districts in the State received this award. Mike Szpylman noted that for CAFR reporting purposes, the Hunt Club Park Aquatic Center Fund has been moved out of the non-major funds category and into the Recreation Fund. It is still reported as a separate fund in the budget.

Jeff Reinhard reviewed the Parks Department report. He updated the Board on Christine Thompson Park renovations. Staff has removed playground equipment and sub-graded the site. Edging block has been ordered and new play equipment is on its way. Staff is planning to add a shelter where the three ash trees have been removed. Jeff discussed the 'Little Free Library' movement in the United States. Greg and Amy Alderson have installed one at Prairie Oaks Park. They will maintain it. Borrowing is on the honor system. A press release will be going out about the project in coordination with the library. Warren Newport Library is interested in expanding the idea.

Lisa Sheppard reviewed the Recreation Department report. Staff is busy transitioning from summer to fall programming. The department had a very successful summer. Lisa noted that lifeguards were audited for the third time this summer and received another exceeds from Ellis & Associates. For the fourth year in a row, lifeguards came in first place in a tie with Des Plaines at the state lifeguard games. Jim Goshorn said it is a great testament to the lifeguard staff that they perform so well at the lifeguard games and on the audits. Gurnee Days was very successful. For the first time, there was a beer garden and bands on Friday night, which had great attendance. The Park District float won 'best use of theme'. Lisa is completing her third term as Gurnee Days president. Camp went exceedingly well even though the weather was especially hot this year. Counselors did a phenomenal job keeping kids cool, safe and entertained. Children were rotated in and out of air conditioning. The new teen camps and "Step into Sports" camp were successful and went above budget.

Mike Szpylman presented the Business Department report. He discussed the recommendation for new financial software. Staff is recommending Incode. All three vendors that responded to the RFP made presentations –MSI, Tyler Technologies (produces Incode) and Springbrook. All business staff, Mike and Susie attended the daylong

presentations. Consultant Gary Vaccaro produced evaluations for each software product and they were scored and ranked by each person at the presentation. Based on the staff's evaluations and the functionality of the system, the recommendation is Incode. It interfaces with both RecTrac and TimePro software. The product is on the lower end of the estimated budget.

Jennifer Gilbert presented the Marketing report. She discussed social media and how its use is growing. The Lip Sync camp performances were viewed on YouTube by over 1000 people. This is the first video posted on YouTube since the Gold Medal video. Commissioner Baker asked whether it is ok to videotape children. Jennifer stated that we believe we are covered by the waiver. We rely on the program supervisor to inform Marketing staff if there is a child who should not be videotaped. Commissioner Klemz asked if we had feedback on the smoking ordinance. Jennifer said people have been receptive when they are told about the ordinance. Staff is installing more signs at other locations as identified by the Parks department.

Director Kuruvilla presented her report. She said that everyone did a wonderful job at Gurnee Days and the weather was just perfect. She received many compliments from people about the cleanliness of the park. Each of the park district teams had a part in the success of the weekend. She commended Lisa and Kristi for working with the Gurnee Days Committee all year long and especially expanding the Friday night activities.

She noted that the 9/11 ceremony is coming up on September 9 as well as the Tree Dedication on September 30.

#### ACTION ITEMS

A motion was made by Michelle Klemz to approve the fiscal year 2011/2012 audit as presented. Motion seconded by Libby Baker. The Director discussed the notes from the auditor regarding missing signatures on some personnel records (2004 and prior) that were audited. Mike Szpylman has implemented a procedure to monitor this more closely in the future. Roll call vote taken. Ayes: Baker, Goshorn, Klemz and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion was made by Vicki Paddock to approve the proposal from Tyler Technologies, Inc. for the purchase and implementation of Incode Financial software providing the Executive Director authority to negotiate and finalize the contract with Tyler Technologies based on the parameters outlined in the attached summary report. Motion seconded by Michelle Klemz. President Goshorn asked about electronic training for a new staff member. Mike stated they have a video library that is available for the first six months once the contract is signed. After that, it is available for a nominal annual fee but you can go on and off as needed. The Director noted that this system will be a real enhancement for the Park District and will be useful for the next 20 years. Roll call vote taken. Ayes: Baker, Goshorn, Klemz and Paddock. Nays: none. Absent: Crews. Motion carried.

A motion was made by Libby Baker to approve Ordinance #12/13-3 annexing Chelsey Crossing subdivision to the Gurnee Park District. Motion seconded by Michelle Klemz. It was explained that this was an oversight at the time of Village annexation and is being corrected now. Roll call vote taken. Ayes: Baker, Goshorn, Klemz and Paddock. Nays: none. Absent: Crews. Motion carried.

In other business, the Director noted that she would be attending the National Recreation and Parks Association Congress at the time of the October 16 board meeting. Libby Baker, Lisa Sheppard and Jennifer Gilbert will also miss the meeting. The Board decided to keep the meeting on October 16, as scheduled.

A motion was made by Vicki Paddock to enter executive session at 8:17 p.m. to discuss:

- Semi Annual Review of Executive Session Minutes - Sec. 5 ILCS 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 Libby Baker. Roll call vote taken. Ayes: Baker, Goshorn, Klemz and Paddock. Nays: none. Absent: Crews. Motion carried. Susie Kuruvilla and Suzanne Gage were authorized to attend the closed session.

A motion was made by Libby Baker to return to open session at 8:27 p.m. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

A motion was made by Libby Baker to release executive session minutes dated 3/20/12 session I and 4/17/12. Motion seconded by Michelle Klemz. On voice vote, all voted aye.

A motion to adjourn was made by Michelle Klemz and seconded by Vicki Paddock. On voice vote, all voted aye. The meeting adjourned at 8:28 p.m.

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James G. Goshorn, President

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Michelle Klemz, Secretary