

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
DECEMBER 14, 2009**

The Regular Board Meeting of the Board of Commissioners of the Lake Bluff Park District, Lake County, Illinois, was held at the Recreation Center, 355 W. Washington Avenue, Lake Bluff, Illinois.

Visitors: Ron Salski (Executive Director), Dave Peterson (Director of Business and Facility Services), Bob Troyer, Dave McElvain

**1. CALL TO ORDER:**

President Gronau called the meeting to order at 6:31 p.m.

**2. ROLL CALL:**

The following Commissioners were present when the roll was called:

Commissioners: Douglass, Ehrhard, Hart, McKendry, President Gronau

Absent with prior notice: Commissioner: Nickels, Meierhoff

**3. APPROVAL OF AGENDA:**

A motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to amend the consent agenda, Section A. to read, Approve Invoice Schedule for the period ending December 7, 2009.

A motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to approve the agenda of December 14, 2009 as amended. By unanimous voice vote, the agenda was approved as amended.

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

**4. STATEMENT OF VISITORS:**

None

**5. APPROVAL OF MINUTES OF NOVEMBER 16, 2009 REGULAR BOARD MEETING**

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to approve the November 16, 2009 minutes as presented.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Ehrhard, McKendry, Hart, President Gronau

**Nays:** None

**Abstain:** Douglass

**Absent:** Nickels, Meierhoff

**6. APPROVAL OF MINUTES OF NOVEMBER 21, 2009 SPECIAL COMMITTEE OF THE WHOLE MEETING**

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to approve the November 21, 2009 minutes as presented.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry,

**Nays:** None

**Abstain:** President Gronau

**Absent:** Nickels, Meierhoff

**7. APPROVAL OF MINUTES OF DECEMBER 8, 2009 SPECIAL BOARD – PUBLIC HEARING**

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to approve the December 8, 2009 minutes as presented.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

**8. APPROVAL OF MINUTES OF DECEMBER 8, 2009 SPECIAL BOARD MEETING**

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to approve the December 8, 2009 minutes as presented.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

**9. CONSENT AGENDA / FINANCE**

## **APPROVE ITEMS ON THE CONSENT AGENDA:**

A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to accept the items on the consent Agenda as previously amended.

### **On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

## **APPROVE INVOICE SCHEDULE FOR THE PERIOD ENDING DECEMBER 7 & 14, 2009:**

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to approve the bills payable schedules for December 7 and December 14, 2009 in the following amounts.

GENERAL FUND	52,578.58
RECREATION FUND	62,378.76
SOCIAL SECURITY FUND	2,362.91
LIABILITY INSURANCE FUND	11,136.00
SPECIAL RECREATION FUND	15,500.00
PADDLE TENNIS FUND	2,645.68
GOLF COURSE FUND	34,304.46
FITNESS CENTER FUND	14,889.16
MASTER PLAN/CAPITAL FUND	2,800.00
FOR A TOTAL OF:	\$198,595.55

GENERAL FUND	5,294.24
RECREATION FUND	20,522.19
PADDLE TENNIS FUND	5,953.85
GOLF COURSE FUND	12,049.79
FITNESS CENTER FUND	2,571.80
MASTER PLAN/CAPITAL FUND	873.40
FOR A TOTAL OF:	\$ 47,265.27

### **On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

## **10. MONTHLY BUDGET SUMMARY REPORT / TREASURER'S REPORT**

Director Peterson indicated the November 30, 2009 ending cash balance is \$909,436.98 compared to 2008 same period balance of \$1,150,070.98. Director Peterson is comfortable with the projected year-end cash balance.

## **11. NEW BUSINESS / ACTION ITEMS**

### A. Ordinance 2009-J

Director Peterson recapped by indicating the Park District is asking for a 1.7% increase from prior years. The increase amounts to approximately \$1,800 in new dollars.

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to accept Ordinance 2009-J, an Ordinance for the Levy and Assessment of Taxes for the Year 2009 Tax Levy of the Lake Bluff Park District of Lake County, Illinois in the amount of \$2,400,200.

#### **On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

### B. Personnel Policy Manual

Executive Director Salski indicated the changes proposed to the Personnel Policy Manual are small but will make a positive impact to staff. Commissioner Douglass inquired if amendments could be made at further times. Executive Director Salski indicated he would like to have a yearly review process in November or December.

The following sections of the Personnel Policy manual will include changes:

Section 6.2: Insurance and Hospitalization

Section 6.8: Vacations

Section 6.8a: Paid Time Off (Part-time only)

Section 7.5: Bereavement

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to approve the Personnel Policy revisions dated December 14, 2009.

#### **On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

### C. Administration Policy Manual

Executive Director Salski indicated that the Freedom of Information Act Policy (FOIA), which is governed by the state, is being revised for 2010. The FOIA policy becomes part

of the Lake Bluff Park District Administration Policy Manual. Executive Director Salski mentioned there are still areas of the Administration Policy Manual to be reviewed; including the land use ordinance, financial aid policy, conduct ordinance policy, and the environmental policy.

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to approve the Administration Policy Manual with the 2010 revisions to the Freedom of Information Act Policy as presented.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

**D. 2010 Park District Budget**

Executive Director Salski indicated that a balanced budget has been presented without fee increases. The only fee change is the 9-hole rate recently added at the golf course. President Gronau indicated the Park District is operating smarter without affecting services offered.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to approve the 2010 Park District budget as presented.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

## **12. WRITTEN COMMUNICATIONS**

**A. Department Reports**

Reports supplied to all Commissioners.

Director Peterson mentioned the following:

Paddle: Memberships are up, Friday night socials are now open to the public, and the hut rental fees have been reduced in response to the community feedback.

Fitness Center: Attendance numbers are up in both the fitness center and group classes. January promotion- Free week membership to non-members.

Executive Director Salski indicated the importance of watching and reacting in a timely manner to Park District programs. It is important to meet the budgeted goals in all facilities of the Park District.

#### B. Community Comments / Suggestions

Executive Director Salski supplied community letters and comments to the Board Commissioners. Commissioner Hart expressed the importance of responding to these letters, and suggested they be given to the appropriate sub-committees to respond to.

### **13. VERBAL COMMUNICATIONS**

#### A. Staff

Director Peterson mentioned the following:

- Staff is finalizing employee evaluations, which will reflect merit increases in January.
- Closing of the fiscal year 2009 books are underway with final numbers expected in mid- January.
- Platform Tennis magazine attended the Paddle Open House and subsequently published an article about Paddle in Park District's – especially Lake Bluff.

#### B. Executive Director

Executive Director Salski advised of a Public Pool Meeting scheduled for Tuesday, January 5, 2010 at 6:30pm. The community is urged to attend, listen, and provide feedback to the Commissioners for the options presented. Board Commissioners will be in attendance and will be asked to make a final decision at the January 18, 2010 Board of Commissioners meeting.

Executive Director Salski mentioned Eric Anderson will attend the January 18 meeting to discuss the proposed debt restructuring plans to be approved February 1, 2010.

#### C. Park Foundation

Friends of the Lake Bluff Park District Foundation (FLBPDF) was formed in 2005 with the mission to raise funds for the Park District. The Trustees are: Seth Horowitz-President, Jack Sheppard-Vice-President, Amy Halstead-Secretary, Jim Salanty-Treasurer, Alison Hartline, Tim Kregor and Mike Clark. The Trustees currently have several fund raising ideas in mind and look forward to working with the Park District Commissioners to make them happen. Commissioners Ehrhard and Hart are liaisons to the Foundation.

#### D. Parks, Recreation Programs & Facilities Committee

A January 11, 2010 meeting is scheduled to discuss the Fitness Center and its policies.

#### E. Tri-Advisory and Intergovernmental Committee

No meetings are currently scheduled. Executive Director Salski and Commissioner Meierhoff attended a meeting related to the Lake County Forest Preserve / Ft. Sheridan property. A strategic consultant will help facilitate the process. Four options are being discussed: leave as a Forest Preserve property, create an 18-hole golf course, create a 9-hole course, or leave property as is.

#### F. Administration and Finance Committee

None

#### G. Golf Committee

November was an exceptional month with 1,200 rounds played and revenue of approximately \$19,000. The inaugural Turkey Shoot was successful with 58 players. A

meeting is scheduled for January to discuss communication of rates to the community at large.

H. President's Report

President Gronau expressed thanks to Staff for the time and effort involved in the budget process, and in the Personnel and Administration Policy Manuals.

**14. EXECUTIVE SESSION**

A motion was made by Commissioner Hart, and seconded by Commissioner Douglass to move into Executive Session for the following reasons:

- A. Discussion of the meetings lawfully closed under Open Meetings Act, whether for purposes of approval by the District of the minutes or semi-annual review of the minutes as mandated by Section 2.06 per 5 ILCS 120/2(c)(21).
- B. Appointment, employment, compensation, discipline, performance, or dismissal of an employee, pursuant to Section 2 (c) (1) of the Open Meetings Act

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

Executive Session began at 7:26 p.m.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to move out of Executive Session.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Nickels, Meierhoff

Executive Session ended at 7:45 p.m.

**15. ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION**

None

**On the roll call, the vote was as follows:**

**Ayes:** None

**Nays:** None

**Abstain:** None

**Absent:** None

**16. ADJOURNMENT**

There being no further business, a motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to adjourn the meeting at 7:50 p.m. The motion carried by unanimous vote.

Approved this 18 day of January 2010  
Board of Commissioners  
Lake Bluff Park District