

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF SPECIAL BOARD MEETING
DECEMBER 8, 2009**

The Special 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.

Present: Commissioners: Douglass, Ehrhard, McKendry, Nickels, Hart, Meierhoff, President Gronau

Visitors: Dave Peterson (Director of Business and Facility Services), Mary Quilty (Superintendent of Recreation Services), Rob Foster (Golf Course Superintendent), Andy Thurman (Facility and Wellness Manager), Jeff Spillman (Recreation Services Manager), Peggy Kolber (Business and Guest Services Coordinator), Ed Heiser (Golf Professional), Christie Carey (Guest Services Manager), Joe Schweda (Superintendent of Park Services), Micah Kamin (Aquatic & Facility Maintenance Specialist), Noah Mach (Golf Greens Manager)

1. CALL TO ORDER:

President Gronau called the meeting to order at 5:45 p.m.

2. ROLL CALL:

The following Commissioners were present when the roll was called:

Commissioners Douglass, Ehrhard, McKendry, Nickels, Hart, Meierhoff, Gronau

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Meierhoff and seconded by Commissioner Hart to approve the agenda of December 8, 2009.

Ayes: Commissioners Douglass, Ehrhard, McKendry, Nickels, Hart, Meierhoff, Gronau

Nays: None

Abstain: None

Absent: None

4. STATEMENT OF VISITORS:

None

5. NEW BUSINESS

A. 2010 Budget

Tax Levy and Sources of Revenue:

Pie charts were discussed which broke down revenue and expenses. Commissioners inquired as to what the monetary benefit of raising prices 2% – approximately \$50,000. Staff recommends no price increases for 2010. Commissioners support staff's decision but Commissioners would like to see a focus on increasing the volume of users via better marketing. Staff mentioned it is important to set goals for memberships and program participation higher than budgeted numbers.

Executive Director Salski mentioned program participation is trending down so now is the time to reinvent all programs. Executive Director Salski was recently informed by the Lake Bluff School District #65 that the Park District's has priority gym usage. He mentioned this is excellent opportunity focusing to create new and expand existing programs.

Capital Replacement Plan

Executive Director Salski provided a detailed spreadsheet to Commissioners. He mentioned the plan allows Commissioners to better understand the capital expenditures. Commissioners caution the Park District taking on more responsibility than can be managed. Commissioners would like to see a change in the budget planning in which the Park District puts money aside toward future capital expenditures. Commissioners agreed this action step should be addressed within the Strategic Plan.

Five-Year Forecast

Executive Director Salski presented a five year forecast plan and mentioned the plan is a tool to be used strategically in order for the Park District to withstand the current financial challenges. Executive Director Salski mentioned there are assumptions i.e. impact fees, limited tax levy, flat golf course revenues, and higher IMRF and Social Security costs. Commissioners recommended highly revisiting during the Strategic Planning process.

Program and Membership Prices

Staff proposed a 0% program and membership increase with one small exception related to a nine hole rate. The Tax Levy and Sources of Revenue were discussed. A single golf rate will be implemented in 2010 allowing a blended resident and non-resident rate. Assistant Golf Operations Manager Heiser mentioned the single rate eliminates the penalty for non-residents and encouraging them to play more often at Lake Bluff.

Recreation Fund

Superintendent Quilty explained camps will be redesigned offering more options, more fun, and Blair Park being home base for camps. Superintendent Quilty mentioned busing costs will be reduced by approximately \$6,000. Specialty camps will be offered for two-week increments and meet at Artesian Park.

Golf Fund

Assistant Golf Operations Manager Heiser explained Unlimited 10-play packages will be offered in the hopes of rewarding loyal customers. He mentioned Regular Tee Times will be

offered and transferable; i.e. six players may buy a RTT package but only 4 would play each week. These packages are guaranteed revenue. RTT's would not require full memberships.

Administrative Policy Manual

Executive Director Salski indicated the importance of board approval of this document on December 14. One aspect is the Park District bond rating may be dependent on this document. A 50% discount policy was discussed related to School and Village employees. Current policy states: full-time employees of Lake Bluff businesses receive resident rates. Commissioners are not ready to support this policy and have asked Executive Director Salski to remove Section 7.2 from the Administrative Policy Manual before the approval vote on December 14.

Personnel Policy Revisions

Executive Director Salski discussed revisions related to vacation, bereavement and part-time paid time off. Executive Director Salski mentioned vacation is accrued which requires all employees to take vacation in November and December. He recommends advancing limited number of days to spread out vacations. Executive Director Salski recommends part time staff be provided with paid time off based on the number of years employed. Bereavement policy would be revised from three to five days.

Capital Replacement and Improvement Projects

Pool: Executive Director Salski would like to hold a public community meeting on January 5, 2010 in order to present and hear comments on three wading pool options and many options for the main pool. A Committee of the Whole meeting is scheduled for January 4, 2010 but January 5 may be the best date. Estimates to replace the surge tank on the main pool are approximately \$60,000-\$75,000 with architect and engineer fees approximately \$25,000.

Tunnel: Commissioners discussed the Tunnel and consensus authorized Executive Director Salski to draft and mail a letter to the Village of Lake Bluff and School District related to the Board's decision about the tunnel project. The letter would explain the Park District cannot contribute financially towards the tunnel project based on current and other future capital needs. The Board agreed the project is a good idea and supports the Village and School District if they would like to go alone.

6. VERBAL COMMUNICATIONS

A. Staff

None

B. Executive Director Report

None

C. Parks, Recreation Programs & Facilities Committee

Staff and Commissioners discussed Facility rental fees and alcohol usage related to the paddle hut and the beach shelters. Executive Director Salski mentioned procedures were put into effect based on the approval and documentation of the Village and Board. Commissioners requested Executive Director reviews the Special Use Permit. Executive Director Salski mentioned it would important to approve any policy revisions at a public meeting. Commissioners agreed that the topic should be discussed at Committee level in January.

D. Tri-Advisory and Intergovernmental Committee

None

E. Administration & Finance Committee

None

F. Golf Committee

None

G. President's Report

None

7. ADJOURNMENT

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner McKendry to adjourn the meeting at 7:47 p.m. The motion carried by unanimous vote.

Approved this 14 day of December 2009
Board of Commissioners
Lake Bluff Park District