

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF PARKS, RECREATION PROGRAMS AND FACILITIES COMMITTEE
MEETING
NOVEMBER 3, 2010**

The Special Parks, Recreation Programs and Facilities Committee Meeting of the Board of the Lake Bluff Park District, Lake County, Illinois, was held at the Recreation Center, 355 W. Washington Avenue, Lake Bluff, Illinois.

Present: Commissioners: McKendry, Douglass

Visitors: Ron Salski (Executive Director), Dave Peterson (Director of Business and Facility Services), Mary Quilty (Recreation Services Manager), Andy Thurman (Facility and Wellness Services Manager), Christie Carey (Guest Services Manager)

1. CALL TO ORDER:

Chair Douglass called the meeting to order at 1:00 p.m.

2. ROLL CALL:

The following Commissioners were present when the roll was called:
Commissioners McKendry, Douglass

3. APPROVAL OF AGENDA:

A motion was made by Commissioner McKendry, and seconded by Commissioner Douglass to approve the agenda of November 3, 2010.

On the roll call, the vote was as follows:

Ayes: McKendry, Douglass

Nays: None

Abstain: None

Absent: None

4. STATEMENT OF VISITORS:

None

5. APPROVAL OF MINUTES OF SEPTEMBER 28, 2010 COMMITTEE MEETING

A motion was made by Commissioner McKendry and seconded by Commissioner Douglass to approve the September 28, 2010 minutes as presented.

On the roll call, the vote was as follows:

Ayes: McKendry, Douglass

Nays: None

Abstain: None

Absent: None

6. ITEMS FOR DISCUSSION

A. Liquor Liability Policy

The transition of the Lake Bluff Park District to PDRMA from IPARKS for liability coverage changes the liquor liability coverage. Coverage is now offered through a third party, Market Access, which assesses a \$170 per event fee, an increase from the \$70 previously charged by the Park District.

Staff has confirmed with PDRMA that homeowner's insurance coverage with a minimum of \$1,000,000 coverage and the Park District listed as an additionally insured is an acceptable alternative to utilizing the third party coverage. This is consistent with the offerings of the Park District in previous years.

The following options were outlined by staff:

Option 1: Provide timely homeowner's insurance coverage listing the Lake Bluff Park District as an additionally insured.

Option 2: Utilize Market Access coverage but charge the host the same \$70 fee as in 2010. The Park District would be responsible for the remaining \$100.

Option 3: Utilize Market Access and charge the host the entire fee of \$170.

Commissioners discussed the options and were in agreement that Options 1 and Option 3 were the best solutions. If a host cannot or does not provide paperwork indicating the addition of Lake Bluff Park District as an additionally insured on the homeowner's insurance policy then a fee of \$170 as in Option 3 would be assessed.

Christie Carey (Guest Services Manager) indicated that according to the PDRMA policy \$170 is the least amount that could be charged. Parties with more than 100 guests, fairs/festivals, and parties where alcohol is sold could incur higher fees.

B. Shelter Reservations

Several local organizations are allowed to make beach shelter reservations prior to the general public and other local groups. Many other community groups and individuals are aware of these priority reservations and have inquired if they may receive the same priority.

According to the Administration Policy 7.0 and 7.4 the Board determined the following priority list:

1. Park District Programs: No fees
2. Affiliates (LBOLA, Yacht Club, Baseball): resident rate - 50%
3. Local Government Agencies (Village, School): resident rate - 30%
4. Community Groups (churches): resident rate - 25%
5. Residents (6 hour rental)
6. Corporations: resident rate + 15%
7. Military Personnel: resident rate - 15%
8. Park Districts & Special Recreation Associations: resident rate - 30%
9. Non-residents: resident rate + 40%
10. Commercial: resident rate + 60%

Staff recommends following the above groups and providing the same opportunity through a first come first serve basis on a pre-determined date in January. Previous priority groups would receive advance notification of the changes in reservation procedures.

Christie Carey (Guest Services Manager) indicated the residents are allowed one reservation during the first week. After the first week has ended, residents may make up to 2 reservations at one time.

After a lengthy discussion, the policy list was amended as follows: (pricing doesn't change)

1. Park District Programs
2. Affiliates
3. Residents, Local Governmental Agencies, and Community Groups
4. Corporations, Military Personnel, and Park Districts and Special Recreation Associations
5. Non-residents and Commercial

Reservations taken the first week are for #1-Park District Programs only. Week 2 reservations would also include #2 Affiliates. Week 3 reservations would also include #3 Residents, local governmental agencies, and community groups. Week 4 would then incorporate the remainder of the list (#4 and #5). It was suggested; but not approved; to limit the number of rentals especially during the first three weeks.

Shelter Pricing - Residents

Beach Shelter pricing for residents in 2010 was:

Monday-Friday up until 4:00 p.m.	\$ 35
Friday 4:00 p.m. through Saturday	\$100
Sunday	\$ 50

Staff recommends keeping the same resident rate structure for 2011. Commissioners were in agreement.

Shelter Pricing – Groups

Various community groups and affiliates have had a variety of shelter rentals and costs. In 2010 the following fees were assessed:

Yacht Club:	FREE 5 shelter rentals
Community Church:	15 rentals for \$600
Grace Methodist Church:	1 rental \$50
Lake Bluff Open Land:	1 rental \$100

Staff recommends following the guidelines published in the Administrative Policy Manual based on the group classification.

The proposed 2011 fees would be:

Yacht Club:	$(5 \times \$100) - 50\% = \250
Community Church:	$(15 \times \$50) - 25\% = \562.50
Grace Methodist Church:	$(1 \times \$50) - 25\% = \37.50
Lake Bluff Open Lands:	$(1 \times \$100) - 50\% = \50

Commissioners felt that it was in the best interest of the Park District to table this portion of the discussion until further review of the Administrative Policy. The current policy (7.4) also indicates tent rental and paddle hut rentals, which have their own unique pricing structures. Commissioner Douglass will review with Director Peterson.

7. VERBAL COMMUNICATIONS

A. Staff - None

8. ADJOURNMENT

There being no further business, a motion was made by Commissioner McKendry and seconded by Commissioner Douglass to adjourn the meeting at 2:29 p.m. The motion carried by unanimous vote.

Approved this 29 day of November 2010
Board of Commissioners
Lake Bluff Park District