

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
DECEMBER 13, 2010**

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 Facilities and Recreation Services), Rob Foster (Director of Golf & Park Maintenance), Lynette Foss, Charlotte Worgaard, Patty Kreunen, Pam Russell, Dave McElvain, Brock Gordon

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: Considine, Douglass, Ehrhard, McKendry, Nickels, Gronau
Commissioner Hart arrived at 6:32 p.m.

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Considine and seconded by Commissioner McKendry to approve the agenda of December 13, 2010 as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, McKendry, Nickels, Gronau
Nays: None
Abstain: None
Absent: Hart

4. STATEMENT OF VISITORS:

Lynette Foss thanked the Commissioners for the effort put forth to come up with new options in order to revisit the referendum as soon as possible. Detailed in her email (supplied to Commissioners) is the consensus of the Vote Yes committee that the momentum of the November election should be kept alive and a new referendum crafted for April 2010.

5. APPROVAL OF MINUTES: November 15 Regular Board Meeting

A motion was made by Commissioner Considine and seconded by Commissioner Hart to approve the minutes of November 15, 2010 as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, Nickels, Gronau
Nays: None
Abstain: McKendry
Absent: None

6. **APPROVAL OF MINUTES: November 16 Special Regular Board Meeting**
A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to approve the minutes of November 16, 2010 as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau
Nays: None
Abstain: None
Absent: None

7. **APPROVAL OF MINUTES: November 22 Special Regular Board Meeting**
A motion was made by Commissioner Ehrhard and seconded by Commissioner Considine to approve the minutes of November 22, 2010 as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Gronau
Nays: None
Abstain: Nickels
Absent: None

8. **APPROVAL OF MINUTES: November 29 Public Hearing**
A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the minutes of November 29, 2010 as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Nickels, Gronau
Nays: None
Abstain: Ehrhard, Hart, McKendry
Absent: None

9. **APPROVAL OF MINUTES: November 29 Special Regular Board Meeting**
A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the minutes of November 29, 2010 as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Nickels, Gronau
Nays: None
Abstain: Ehrhard, Hart, McKendry
Absent: None

10. **CONSENT AGENDA / FINANCE**
A motion was made by Commissioner Hart and seconded by Commissioner Considine to accept the items on the consent Agenda as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau
Nays: None
Abstain: None
Absent: None

APPROVE INVOICE SCHEDULE: PERIOD ENDING DECEMBER 1 & 13, 2010

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to approve the bills payable schedules for December 1 and December 13, 2010 in the following amounts.

GENERAL FUND	\$ 14,868.61
RECREATION FUND	\$ 25,335.06
PADDLE TENNIS	\$ 2,225.71
GOLF COURSE FUND	\$ 14,377.90
SWIMMING POOL FUND	\$ 8,503.38
FITNESS CENTER FUND	\$ 3,200.77
FOR A TOTAL OF:	\$ 68,511.43

GENERAL FUND	\$ 3,729.61
RECREATION FUND	\$ 9,060.21
LIABILITY INSURANCE FUND	\$ 14,147.00
SPECIAL RECREATION FUND	\$ 13,117.55
PADDLE TENNIS	\$ 429.27
GOLF COURSE FUND	\$ 1,271.82
FITNESS CENTER FUND	\$ 1,825.26
MASTER PLAN/CAPITAL FUND	\$ 614.02
FOR A TOTAL OF:	\$ 44,194.74

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

11. FINANCE

A. Treasurer and Monthly Budget Summary Report

Executive Director Salski indicated the overall cash position as of December 13, is \$1,249,770.00. Overall monthly highlights are below:

- November net fund balance was \$220,950.71
- 97.77% of budgeted revenues thru November
- 80.5% of budgeted expenses
- Bond proceeds of \$335,000 arrived November 15
- Fees and admissions had a good month
- Fitness memberships stabilized and expenses were reduced

A motion was made by Commissioner Hart and seconded by Commissioner Considine to accept the Treasurer’s report as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

B. Purchase Cards – Ratification

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to ratify the Purchase Card payment of \$25,404.49.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

12. OLD BUSINESS

A. Pool & Capital Replacement Project Plan

Commissioner Douglass gave a brief overview of the pool process and presented seven options regarding the pool and capital replacement project.

- Option A: April referendum without changes from November
- Option B: Pool only referendum in April 2011 (\$7.15 million)
- Option C: Create two separate referendums: pool and capital for April 2011.
- Option D: No referendum - pool moves into a private funding process.
- Option E: Future referendum (pool and capital) based on a schematic pool design, value engineering and reevaluation of capital.
- Option F: Future referendum (pool only) based on a schematic pool design and value engineering.
- Option G: Hybrid of options outlined above using future referendums and private funding.

Commissioner Comments / Questions:

Take the opportunity to work on the pool plan and possible private funding options.

Community expects effort from the Board to raise monies to fund the pool.

Build trust, credibility and stronger communication links with the community.

Determine the correct funding and the features the community really wants.

Visitor Comments / Questions:

Lynette Foss: One option I don't see is: An April referendum for the \$7.15 million pool with the options to seek private funding and rebate taxes as needed. Is this possible?

A: Yes, this option is a possibility.

Pam Russell: Did any of these seven options use a different pool design?

A: No, but options D-G could show a new design because of the extended timeline.

Brock Gordon: Would the pool be open in 2011?

A: Depends on what is found at the time the pool opening process begins.

Dave McIlvain: What is the rationale behind asking the same referendum question in April?

A: Board will discuss after hearing all other questions.

Patty Kreunen: What is the harm to split the referendum for April and if it fails then reevaluate and redesign?

A: Board will discuss after hearing all other questions.

Lynette Foss: Is there a limit to the number of times a referendum be put on the ballot?

A: No

Board Consensus:

All agree a pool is needed but would not like to go to referendum in April 2011. Board should move forward in looking at design, funding and possible grants.

B. Fuel Storage Tank

Since 2008, the Park District has been involved with a project, Fuel Storage Tank, located near the golf course. The Park District removed a non-functional underground fuel storage tank and the Park District took steps with the State of Illinois. At a September Board meeting, approval was given for additional monies to clean up the site. Work resumed on December 7 and test samples indicated gasoline was still present.

Ed Cooney, Environmental Consultant, provided an update and options for the next steps related to this project.

Excavation Option:

- Removal of all impacted soil followed by confirmatory sampling
- Cost estimate \$41,000 (reimbursable by the state if approved)

Excavation / Capping:

- Removal of soils and/or water line
- Cap area in accordance with 35 IAC 742.1105
- May need ordinance and/or Tier 3 approval re SCGIR
- Deed restrictions
- Cost estimate \$15,000 (reimbursable by the state if approved)

A motion was made by Commissioner Considine and seconded by Commissioner Nickels to continue the excavation project up to a cost not to exceed \$50,000.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

C. Strategic Plan - Approval

Executive Director Salski indicated he would like to approve the Strategic Plan at the January 10, 2011 meeting in order to finalize the document.

13. NEW BUSINESS

A. Ordinance 2010-K

A motion was made by Commissioner Ehrhard and seconded by Commissioner Hart to approve Ordinance 2010-K, an Ordinance for the Levy and Assessment of Taxes for the Year 2010 Tax Levy of the Lake Bluff Park District of Lake County, Illinois in the amount of \$2,424,759.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

B. Recreation, Facilities & Programs Committee

1. Amend Administrative Policy Manual – Section 7.4

The Committee met several times in November to discuss facility pricing and the different group categories that go along with facility rentals. The Committee's objectives in reviewing Section 7.4 of the Administrative Policy Manual were as follows:

- Implement the Administrative Policy as approved 12/14/2009
- Provide consistency to all facility rentals
- Maintain continuity during transition to the Administrative Policy
- Minimize monetary hardship on the overall community during the transition
- Consider all facilities other than what is currently rented

A simplified version reduces the number of group categories from twelve to five. Recommendations in facility pricing were determined and were supplied to Commissioners. Staff will use these pricing and discounts for all residents and community groups who reserve facilities. Community groups or affiliates who have used shelters and the community room in the past will be informed of this policy change immediately.

A motion was made by Commissioner Nickels and seconded by Commissioner Hart to accept the amended group categories under the headings of defined guests and facility use priority in Section 7.4 of the Administrative Policy Manual and in the attached facility pricing sheet.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

President Gronau indicated that the Executive Director shall have some flexibility for special circumstances which may arise during the year without Board input/approval.

2. Host Liquor Liability

The host liquor liability premium with PDRMA's third party company, Market Access is \$170, an increase of \$120 from IPARKS 2010 fee. The Committee recommends the following options:

- Provide timely homeowner's insurance listing the Lake Bluff Park District as an additionally insured with a minimum of \$1,000,000 coverage. No fee for rental will be assessed.
- Charge \$170 utilizing PDRMA's third party company, Markey Access. The full fee to the Park District will be passed along to those hosts requesting alcohol be present at their function.

A motion was made by Commissioner Hart and seconded by Commissioner Considine to accept host liquor liability coverage through homeowner's insurance policy with the amendment of the homeowners insurance listing the Lake Bluff Park District as an additionally insured to be provided to the Park District within two business days or assess a fee of \$170 per event through the District's risk management company's third party, Market Access.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

3. Approve Budget Items

Executive Director Salski indicated the following in regards to the proposed 2011 budget:

- The proposed 2011 budget has a net income of \$99,625 with an overall ending cash balance (reserves) of \$1,064,059.32.
- This budget represents the Park District's fiscal priorities and provides a more accurate picture of the operations.
- The proposed budget is in compliance with the provisions of the Park District Code.
- The 2011 proposed budget includes allocation of Capital items including financial software, golf deck stairs, golf ball machine and computers.

At previous budget meetings approval to charge \$5 for the open gym to Lake Forest High School students not residing in Lake Bluff was given. This decision was made under the assumption that the City of Lake Forest's Recreation Center charged Lake Bluff students an open gym fee. Further investigation indicates no fees are charged; therefore staff would like to rescind the decision to charge \$5 for open gym fees.

Approval was given to raise Fitness Center membership fees; however, the Senior Track Membership was overlooked. Currently this membership is free and only offered with restricted hours; staff would like the approval to charge a \$20 yearly fee and remove the restriction of hours.

A Board consensus was reached for staff to rescind the \$5 open gym fee for Lake Forest High School students residing in Lake Forest, and to charge a \$20 yearly fee for resident seniors to obtain a Senior Track Only pass with no restrictions on hours used.

A Baseball Association meeting will be held with details to follow at the January meeting. A motion was made by Commissioner Ehrhard and seconded by Commissioner Considine to approve the proposed 2011 budget.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

4. Approve 2011 Regular & Committee Meeting Schedule – Resolution 2010-L

Per Park District code, a Resolution must be approved stating the Regular Board and Committee of the Whole meeting dates for 2011. Once approved, meeting schedules will be posted on the website and community bulletin board. Meetings can be cancelled or revised upon the Board's request.

A motion was made by Commissioner Ehrhard and seconded by Commissioner Hart to approve Resolution 2010-L, Establishing Regular Meeting Dates and Committee of the Whole Meeting Dates for 2011 with the amendment of changing the February 14 meeting date to February 7, 2011.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

5. Intergovernmental Agreement – School District 65

An intergovernmental agreement with the Lake Bluff School District #65 benefits both parties and exhibits a willingness to work together as a community for the betterment of our residents.

This intergovernmental agreement allows the following:

- Park District receives first priority with the Lake Bluff Elementary School's gym
- School District maintenance to store equipment and use one office in a portion of the Park Maintenance garage.

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to accept the Intergovernmental Agreement with Lake Bluff School District #65 with a commencement date hereof and a termination date of December 31, 2011.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

6. Irrigation Pump – Variable Frequency Drive (VFD) Repair

The irrigation pump station has a Variable Frequency Drive (VFD) that failed on November 1, 2010; the warranty has expired. The drive can be repaired for \$4,700 and would come with a one year warranty or a new drive will cost \$7,200 and come with a two year warranty.

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to repair the VFD within the 2010 budget.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

14. WRITTEN COMMUNICATIONS

A. Department Reports

Director Rob Foster mentioned the following:

- The ice rink is coming along and should be open in the next few days.
- Golf maintenance expenses are estimated to be \$7,500 under budget.
- Park Maintenance expenses are estimated to be \$36,500 under budget. This amount is inflated due to the baseball reimbursement.

B. Community Comments

Supplied to Commissioners

Commissioners have met with residents whose comments have been received. This is great for feedback and gains insight to the mood of the community. Executive Director Salski stressed the importance of continuing to address community concerns in a timely manner.

C. Correspondence

Supplied to Commissioners

15. VERBAL COMMUNICATIONS

A. Staff

Report from Director Dave Peterson:

- Breakfast with Santa on December 11, 2010 was successful.
- Men's paddle member/guest night (tonight) 12 couples signed up
- Early Childhood art show had over 100 attendees
- Preschool teachers will begin to utilize the resources at the Lake Bluff Library

B. Executive Director Salski mentioned the following:

- Will need a Commissioner to sign checks for the December 30 check run
- Budget project planning: important to get software as soon as possible
- Attended a dedication event at Hoffman Estates for the President of WT Engineering

C. Park Foundation (FLBPDF)

Barb Moore will be joining the Foundation Board and a second candidate was interviewed tonight. The Board should be filled by January 10, 2011.

D. Administration & Finance Committee: No report.

E. Future Planning Committee: Awaiting approval of the Strategic Plan in January.

F. Golf Committee: Meeting in January.

G. Paddle Committee: Meeting in January.

H. Parks, Recreation Programs & Facilities Committee: No report.

I. Tri-Advisory & Intergovernmental Committee: Continue to update Government on the approval of the first intergovernmental Agreement with District 67 as well as the events discussed at today's meeting.

J. President's Report: No report.

16. EXECUTIVE SESSION

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

- A. Discussion of the meetings lawfully closed under the 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: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

Executive Session began at 9:40 p.m.

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

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: None

Executive Session ended at 10:04 p.m.

17. ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION

No action required.

18. ADJOURNMENT

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner McKendry to adjourn the meeting at 10:04 p.m. The motion carried by unanimous vote.

Approved this 24 day of January 2011

Board of Commissioners

Lake Bluff Park District