

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
FEBRUARY 15, 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 Business and Facility Services), Janice Schnobrich, Brock Gordon

**1. CALL TO ORDER:**

President Gronau called the meeting to order at 6:30 p.m.

**2. ROLL CALL:**

The following Commissioners were present when the roll was called:  
Commissioners: Douglass, Ehrhard, McKendry, Nickels, President Gronau  
Commissioner Hart arrived at 6:33 p.m.

Absent with prior notice: None

**3. APPROVAL OF AGENDA:**

A motion was made by Commissioner Nickels and seconded by Commissioner McKendry to approve the agenda of February 15, 2010 as presented.

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

**4. STATEMENT OF VISITORS:**

Janice Schnobrich commented how much she enjoys the Active Adult classes.

**5. APPROVAL OF MINUTES OF JANUARY 18, 2010 REGULAR BOARD MEETING**

A motion was made by Commissioner Douglass and seconded by Commissioner McKendry to approve the January 18, 2010 minutes as presented.

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

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

**Nays:** None

**Abstain:** Nickels

**Absent:** Hart

**6. CONSENT AGENDA / FINANCE**

**APPROVE ITEMS ON THE CONSENT AGENDA:**

A motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to accept the items on the consent Agenda as presented.

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

**Ayes:** Commissioners Douglass, Ehrhard, McKendry, Nickels, President Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** Hart

**APPROVE INVOICE SCHEDULE: PERIOD ENDING FEBRUARY 1 & 15, 2010:**

A motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to approve the bills payable schedules for February 1 and February 15, 2010 in the following amounts.

GENERAL FUND	\$ 11,938.77
RECREATION FUND	\$ 13,018.49
LIABILITY INSURANCE FUND	\$ 875.00
AUDIT FUND	\$ 1,800.00
SPECIAL RECREATION FUND	\$ 4,416.70
PADDLE TENNIS	\$ 581.74
GOLF COURSE FUND	\$ 27,603.16
SWIMMING POOL FUND	\$ (61.40)
FITNESS CENTER FUND	\$ 5,591.44
FOR A TOTAL OF:	\$ 65,763.90

GENERAL FUND	\$ 7,535.03
RECREATION FUND	\$ 12,416.52
PADDLE TENNIS FUND	\$ 3,208.94
GOLF COURSE FUND	\$ 6,139.20
FITNESS CENTER FUND	\$ 3,558.52
DRIVING RANGE	\$ 520.00
FOR A TOTAL OF:	\$ 33,378.21

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

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

## 7. MONTHLY BUDGET SUMMARY REPORT / TREASURER'S REPORT

### A. Monthly Budget Summary Report

Executive Director Salski indicated beginning in March financial reports will look different. Expenses and revenue reports will be summarized by fund – eliminating all detail. Commissioner Hart requested an indication on the reports for large discrepancies.

Executive Director Salski also indicated expenditures are down due to the reorganization and the savings in salaries.

### B. Treasurer's Report

Executive Director Salski indicated the January 2010 month end fund balances are \$485,238.52.

## 8. OLD BUSINESS / ACTION ITEMS

### A. Swim Pool – Surge Tank Updates

John Dzarnowski (Aquatic Excellence) has been in communication with the Illinois Department of Public Health in regards to permits for the surge tank repair/replacement. If the new surge tank is located outside the mechanical room as previously discussed, an extensive permit process would be required. However, if the repair occurs within the existing location, no permit would be required. Therefore, Aquatic Excellence met with an aquatic contractor to determine the possibility of using a concrete or fiberglass liner for the existing surge tank. If possible, this option is less costly than previous replacement estimates. Executive Director Salski will have more details at the March 1 Committee of the Whole Meeting.

### B. Swim Pool – Parent/Tot Alternatives

Director Peterson outlined the swim alternatives for the 2010 swim season. The east end of the main pool would be roped off and designated for parent/child swimming. This area would be available during all open swim times and would be monitored by staff. Staff supervised games will be held at various times/days for children of all ages.

Director Peterson mentioned the following potential alternatives:

- Designate the tot pool a sand play area by filling it with sand and sand toys. A water source must be provided for rinsing before entering the main pool according to the State Department of Health code.
- Rental of an inflatable to be placed on the grass area to the south of the pool.

Further information and staff training/safety details will be made available to the Commissioners at the March 1 Committee of the Whole Meeting. Director Peterson indicated that all alternatives suggested would be made available with safety as the number one priority.

Commissioners expressed concern with the sand causing stress to the main pool circulating system and potential swim diaper / pool closing issues.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to approve the Parent/tot alternatives in lieu of the tot pool closing.

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

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**9. NEW BUSINESS / ACTION ITEMS**

A. Friends of the Lake Bluff Park District Foundation

Jim Salanty (FLBPDF Treasurer) explained the idea of the donation / credit offering. Essentially, if a resident donates \$1,000 to the Foundation, they would receive a Park District membership credit of up to \$500. At the same time, they are also receiving a tax benefit. Mr. Salanty is requesting Board support in order to include this as part of the Foundation's first mailing to the public

Commissioner Nickels indicated the paper trail would need to be clear. Monies would be paid to the Foundation and transferred to the Park District. Executive Director Salski indicated the hiring of a part-time bookkeeper would help facilitate this process.

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to accept the proposal from the Friends of the Lake Bluff Park District.

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

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

B. Resolution 2010-A

In January, the Park District credit cards were cancelled without proper notice and staff has been utilizing personal cards for Park District business. Executive Director Salski recommends procurement cards (P-cards) based on past experience. P-cards will reduce the Park District reliance on requisitions, purchase orders, petty cash, employee advances, and paper checks. Procedures are in place to monitor usage of P-cards by staff and a monthly report would be available for the Commissioners review and approval.

A motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to approve Resolution 2010-A and authorize the Executive Director, on behalf of the Park District, to enter into an agreement with the BMO-Harris Bank.

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

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

C. Golf Committee – Concession Agreement

The current two-year Concession Agreement with Kenny Karnezas and Bluffingtons is due for renewal and will be extended with minor changes. The Golf Committee supported staff recommendations at its February 2, 2010 meeting. In August, staff plans to revisit the final option year and make a recommendation at the September meeting.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to accept the Concession Agreement as presented between Bluffingtons and the Lake Bluff Park District for the continuation of the Village Grille Concessions at the Lake Bluff Golf Club for 2010.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

D. Board Vacant Seat

Commissioners were supplied with five candidate applications for the Board vacancy. Executive Director Salski would like to conduct interviews on February 20 or 27 with the Commissioners.

**10. WRITTEN COMMUNICATIONS**

A. Department Reports

Reports supplied to all Commissioners.

**11. VERBAL COMMUNICATIONS**

A. Staff

Director Peterson mentioned the following:

Preschool Book Sale: Very successful raised \$1,500 for the Preschool

Basketball: Running smoothly with volunteer coaches

Pool Manager: A manager has been hired.

Job Fair: Will be held Saturday, March 20 for all summer positions

B. Executive Director

Executive Director Salski mentioned the following:

NSSRA event: Saturday March 6 – fun event for all.

Polar Plunge: Saturday, March 6 at 1pm. Tent will be set-up and used along with showers.

Legislative Breakfast: March 27

July 4<sup>th</sup> Committee: Block party on Friday July 2 but the fireworks plan has been cancelled.

Knollwood Neighbors: Funds to be donated for improvement of West Park

Buckthorn clearing: Surveying is in process; Marianni will create a conceptual plan that will then be forwarded to the Village. This will open the views of the Golf Course.

Golf: New website should be up and running in the next 10 days. Postcards will be mailed to direct patrons to the new website for all golf aspects.

Ravine: Sylvan Avenue ravine's road is caving in and needs repair. The Village has applied for a grant. The Park District owns approximately 80% of the ravine and the Village may come back to us for funds.

#### C. Future Planning Committee

Commissioner Hart indicated that meetings are taking place and seem to be going well. Executive Director Salski worked with Commissioner Douglass to outline the timeline for the pool process. Community focus groups will begin meeting in March.

#### D. Park Foundation

Discussed previously in New Business Item A

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

Executive Director Salski indicated the February 23 meeting at 1:00pm would focus on policies and park regulations.

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

Commissioner Hart, President Gronau, and Executive Director Salski will attend the next meeting on February 16.

#### G. Administration and Finance Committee

None

#### H. Golf Committee

President Gronau stated that staff is busy getting ready for the spring opening.

#### I. President's Report

## 12. EXECUTIVE SESSION

A motion was made by Commissioner Hart, and seconded by Commissioner Ehrhard 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).

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

Executive Session began at 7:59 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, Nickels, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

Executive Session ended at 8:02 p.m.

**13. 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

**14. ADJOURNMENT**

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner McKendry to adjourn the meeting at 8:03 p.m. The motion carried by unanimous vote.

Approved this 15 day of March 2010

Board of Commissioners

Lake Bluff Park District