

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
SEPTEMBER 20, 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), Janice Schnobrich, Ed Cooney (Environmental Consultant)

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

Absent with prior notice: Commissioner Hart

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Considine and seconded by Commissioner McKendry to approve the agenda of September 20, 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:

None

5. APPROVAL OF MINUTES: August 16 Regular Board Meeting

A motion was made by Commissioner Ehrhard and seconded by Commissioner Considine to approve the minutes of August 16, 2010 as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, McKendry, Nickels

Nays: None

Abstain: Gronau

Absent: Hart

6. CONSENT AGENDA / FINANCE

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Hart

APPROVE INVOICE SCHEDULE: PERIOD ENDING SEPTEMBER 1 & 20, 2010

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the bills payable schedules for September 1 and September 20, 2010 in the following amounts.

GENERAL FUND	\$ 17,769.41
RECREATION FUND	\$ 32,032.28
LIABILITY INSURANCE FUND	\$ 900.00
AUDIT FUND	\$ 2,400.00
PADDLE TENNIS	\$ 157.97
GOLF COURSE FUND	\$ 39,375.51
SWIMMING POOL FUND	\$ 14,956.84
FITNESS CENTER FUND	\$ 3,326.14
FOR A TOTAL OF:	\$110,918.15

GENERAL FUND	\$ 5,956.58
RECREATION FUND	\$ 13,617.21
PADDLE TENNIS	\$ 5,865.74
GOLF COURSE FUND	\$ 5,738.99
SWIMMING POOL FUND	\$ 474.28
FITNESS CENTER FUND	\$ 1,621.23
MASTER PLAN/CAPITAL FUND	\$ 2,475.00
FOR A TOTAL OF:	\$ 35,749.03

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Hart

7. FINANCE

A. Monthly Budget Summary Report

Director Peterson highlighted the following funds:

- Recreation: Differences YTD are attributed to the extension of Preschool payment plans from 4 to 8 payments.
- Fitness Center: Overall revenues in the fitness center are up 11%, fitness center memberships are up by 9%
- Pool: Concessions were down but expenses were held. Memberships were down but daily fees were slightly higher. Overall the pool will be breakeven for 2010.

B. Treasurer's Report

Executive Director Salski indicated the overall cash position as of August 31, is \$902,177.17. When comparing 2010 YTD Actual to 2010 Proposed Budget, revenues are anticipated to be under budget and expenses are still expected to be under budget.

- *General Fund*: August financials indicate a \$29,966.94 net loss.
- *Recreation Fund*: August financials indicate a \$17,025.12 net loss.
- *Golf Course*: August financials indicate a \$22,403.83 net gain.
- *Fitness Center*: August financials indicate a \$2,890.24 net loss.
- *Swim Pool*: August financials indicate a \$36,725.97 net loss.
- *Paddle Tennis*: Limited activity
- *Liability Insurance*: August financials indicate a \$34,072.17 net income due to tax receipts. Taxes are expected to outpace expenses.
- *IMRF Service*: August financials indicate a \$8,188.95 net loss.

A motion was made by Commissioner McKendry 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, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: Hart

C. Purchase Cards – Ratification

A motion was made by Commissioner Considine and seconded by Commissioner McKendry to ratify the Purchase Card payment of \$31,778.38.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Hart

8. OLD BUSINESS

A. Fuel Storage Tank

Since 2008, the Park District has been involved with a fuel storage tank project located near the golf course. The non-functional underground fuel storage tank was removed and the Park District asked for assistance from the State of Illinois. Reimbursements of \$10,000 from the Park District Insurance company have been received for initial work completed.

Soil testing indicates contamination is still present. Claims have been submitted and approved in March 2010 for Stage 1 & 2 work in the amount of \$30,749; however these have not been reimbursed. The 2010 budget allows \$25,000 for repairs of which none has been spent.

Ed Cooney (Environmental Consultant) outlined 3 options:

Excavation: Estimated reimbursable cost of \$41,000. Remove contaminated soil, clean up area completely.

Excavation/Capping: Estimated reimbursable costs of \$15,000. Deed restrictions would be placed on property with continual ground water monitoring needed.

No Action: Migration may occur and area could become larger. EPA may ask for additional testing at a later time.

Commissioners debated all options and the impacts to the community of each.

A motion was made and amended by Commissioner Considine and seconded by Commissioner Douglass to authorize Ed Cooney, not to exceed \$41,000 for the full excavation option and trying to move as quickly as possible in order to complete the work in 2010.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Hart

9. NEW BUSINESS

A. 2010 Audit - Proposal

Milburn Cain & Co. has been the Park District's Auditor for over 10 years and typically, the Park District has not obtained request for proposals. Due to the reorganization staff recommends utilizing Milburn Cain & Co. services for the 2010 Audit and conduct a request for proposal for the 2011 Audit.

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to accept the audit engagement letter submitted by the District's auditor, Milburn Cain and Company, for the fiscal year ending December 31, 2010 not to exceed \$18,000.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Hart

B. Budget Projections

Staff continues to work on providing a more detailed, accurate and easily readable budget projection report. The Administration and Finance Committee will review the report in advance of the Committee of the Whole meeting scheduled for October 4, 2010.

10. WRITTEN COMMUNICATIONS

A. Department Reports

Rob Foster (Director of Golf & Park Maintenance) mentioned that expenses are under budget in golf by \$9,000 and by \$17,000 in Parks.

Dave Peterson (Director of Facilities and Recreation Services) mentioned the following:

- Beach revenue has increased in 2010 from \$9,500 to \$13,000.

- Skate Park: Approximately 40 individuals attended.
- Paddle: Open House was successful with approximately 70-80 residents attending and 41 members signing up for the season.

Executive Director Salski mentioned the following:

- Beach attendance numbers and camp survey results will be supplied in his weekly report.
- A letter was drafted to the Village in regards to the subleasing of space by School District 65. The Park District will receive free use of the gym in return.
- Will send a revised Strategic Plan deadline date

B. Community Comments – Supplied to Commissioners

C. Correspondence – Supplied to Commissioners

Rob Foster mentioned the Eagle Scout project recently completed. Letter attached.

11. VERBAL COMMUNICATIONS

A. Staff

Director Dave Peterson mentioned the following:

- Senior week activities are scheduled for September 20-24
- Mother/Son date night had 19 couples participate

B. Executive Director

Executive Director Salski mentioned the following:

- Knollwood Neighbors Picnic: Residents would like to name the West School Park and will provide suggestions
- Route 176: Working with Open Lands to clear buckthorn
- Betty Bash: Friday September 24
- Falcons Hockey Golf Outing: September 24. A much larger event than anticipated and a second tent will be rented.

C. Park Foundation (FLBPDF)

“Making Waves” fundraiser event was successful raising \$10,000.

D. Administration & Finance Committee

On-going meetings with Executive Director Salski in regards to budget projections.

E. Future Planning Committee

Executive Director Salski indicated he would like to wait on having John Dzarnowski (FGM Architects) submit proposals for the pool.

F. Golf Committee - None

G. Paddle Committee

Discussed previously in Written Communications by Director Peterson.

H. Parks, Recreation Programs & Facilities Committee

Meeting will be scheduled for next week.

I. Tri-Advisory & Intergovernmental Committee - None

J. President's Report

A job well done to the staff for keeping the budget in line for 2010.

12. EXECUTIVE SESSION

A motion was made by Commissioner Considine, and seconded by Commissioner Ehrhard 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. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member as mandated by Section 2.06 per 5 ILCS 120/2(c)(12).
- C. 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, McKendry, Nickels, Gronau

Nays: None

Abstain: None

Absent: Hart

Executive Session began at 8:16 p.m.

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Hart

Executive Session ended at 8:30 p.m.

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

No action required.

14. ADJOURNMENT

There being no further business, a motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to adjourn the meeting at 8:30 p.m. The motion carried by unanimous vote.

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