

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
JUNE 21, 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), Andy Thurman (Facility & Wellness Services Manager), Micah Kamin (Facility Maintenance Services Manager), Janice Schnobrich, Joan Laine, David Cain, DeAnn Perrelle, 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, Hart, Nickels, Gronau  
Commissioner McKendry arrived at 6:33 p.m.

**3. APPROVAL OF AGENDA:**

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to approve the agenda of June 21, 2010 as presented.

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

**Ayes:** Considine, Douglass, Hart, Nickels, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** McKendry

**4. STATEMENT OF VISITORS:**

Janice Schnobrich stated the importance of continuing the Active Adult classes currently being offered.

**5. APPROVAL OF MINUTES OF MAY 17, 2010 REGULAR BOARD MEETING**

A motion was made by Commissioner Hart and seconded by Commissioner Considine to approve the May 17, 2010 minutes as presented.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**6. APPROVAL OF MINUTES OF JUNE 2, 2010 SPECIAL BOARD MEETING**

A motion was made by Commissioner Considine and seconded by Commissioner Ehrhard to approve the June 2, 2010 minutes as presented.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**7. APPROVAL OF MINUTES OF JUNE 11, 2010 SPECIAL BOARD MEETING**

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the June 11, 2010 minutes as presented.

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

**Ayes:** Considine, Douglass, Ehrhard, Hart, Nickels, President Gronau

**Nays:** None

**Abstain:** McKendry

**Absent:** None

**8. APPROVAL OF MINUTES OF JUNE 12, 2010 SPECIAL BOARD MEETING**

A motion was made by Commissioner Ehrhard and seconded by Commissioner Hart to approve the June 12, 2010 minutes with the following change: add Commissioner Hart to those in attendance at roll call.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**9. CONSENT AGENDA / FINANCE**

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:** Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

**APPROVE INVOICE SCHEDULE: PERIOD ENDING JUNE 1 & 21, 2010**

A motion was made by Commissioner Hart and seconded by Commissioner Considine to approve the bills payable schedules for June 1 and June 21, 2010 in the following amounts.

GENERAL FUND	\$ 11,522.03
RECREATION FUND	\$ 17,795.17
SPECIAL RECREATION FUND	\$ 31,823.00
PADDLE TENNIS FUND	\$ 131.99
GOLF COURSE FUND	\$ 68,105.24
SWIMMING POOL FUND	\$ 10,714.66
FITNESS CENTER FUND	\$ 5,184.75
FOR A TOTAL OF:	\$145,276.84

GENERAL FUND	\$ 46,001.25
RECREATION FUND	\$ 40,851.01
GOLF COURSE FUND	\$ 89,970.46
SWIMMING POOL FUND	\$ 2,535.05
FITNESS CENTER FUND	\$ 3,663.30
MASTER PLAN/CAPITAL FUND	270.00
FOR A TOTAL OF:	\$183,291.07

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**10. FINANCE**

A. Monthly Budget Summary Report

The Budget Report – All Funds Combined – indicates notes for each fund.

B. Treasurer's Report

Executive Director Salski indicated the May 2010 month end cash balance was \$510,461 while the overall cash balance as of June 15, is \$1,136,306. Revenue year to date for 2010 are \$95,812 lower than 2009 year to date revenues. The difference is related to the decrease in golf and pool memberships.

*General Fund:* Performing slightly lower than 2009. Salaries for employees who cross over into various departments have not been allocated or split into the appropriate funds to date.  
*Recreation Fund:* Performing similar to last year. Revenues are not expected to reach budget while expenses are expected to be lower than budget.

*Golf Course:* Performing slightly better than 2009 due to an increase in Greens fees.

*Fitness Center:* May revenue slightly lower than 2009. Revenues are 51.34% of budget within the first 5 months.

*Swim Pool:* Underperforming due to decreased season memberships and swim lessons.

*Paddle Tennis:* No bond payment in 2010 due to debt restructuring.

*Liability Insurance:* Higher net loss than 2009 due to unemployment claims. Fund expense is expected to decrease significantly in 2011.

A motion was made by Commissioner McKendry and seconded by Commissioner Hart to accept the Treasurer's Report as presented.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

C. Purchase Cards-Ratification

Staff continues to learn the new system. The larger payment this month indicates a \$30,000 golf cart lease. Detailed reports will be provided in the future.

A motion was made by Commissioner Hart and seconded by Commissioner Considine to ratify the Purchase Card payment of \$64,291.55.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**11. NEW BUSINESS / ACTION ITEMS**

A. Audit Report

Milburn Cain & Co. has completed the audit for the fiscal year ending December 31, 2009. The Administration & Finance Committee reviewed the audit and met with the Auditors.

Commissioner Nickels, as Chair of the Administration and Finance Committee, indicated the overall audit was satisfactory. The Committee will be addressing and making recommendations in the areas of software, internal control, and accounting for dollars moving from fund to fund.

David Cain and Joan Laine highlighted the following in regards to the audit:

- Software: Recreational software may not flow to general ledger accurately
- Inter-fund loans: Would like to see these cleaned up

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to accept the audit report submitted by the District's auditor, Milburn Cain & Company, for the fiscal year ending December 31, 2009.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

B. Ordinance 2010-H – Prevailing Wage

Annually, the State of Illinois requires that all governmental agencies adopt the Prevailing Wage Ordinance to ensure that an agency's contractor pays the appropriate amounts to its outside contractors.

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to adopt Ordinance 2010-H Prevailing Wage Rates to be paid to laborers, mechanics, and other workers performing construction of public works for the Lake Bluff Park District.

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

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

C. Financial Aid Policy

Over the years, the Lake Bluff Park District has provided a scholarship program allowing district residents who are experiencing hardship an opportunity to participate in recreational programs. Through the current application process, qualified individuals are granted various discounts on programs during the year. A ceiling or cap is not established on the amount an individual could receive over one year. The recommended revised policy establishes a \$1,000 cap per family and an annual limit of \$10,000 in Park District assistance. Staff recommends qualified candidates being awarded 50% or 25% discount based on gross household income.

Financial Aid policy will be included in future brochures.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to amend the Financial Aid Policy to reflect the specific revisions recommended on June 21, 2010.

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

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

D. Blair Park Swimming Pool

1. Forecasted Budgets – Conceptual Designs

Spreadsheets were supplied to Commissioners outlining the expected 15-year budget for the existing pool, Concepts A, B and C. It is important to remember that most pools are break-even entities and these projections are assumptions only.

Commissioners approved and recommended posting the heading categories and not the detail breakdown of these assumptions to the website for community review.

2. Financial Options & Construction Timeline

Partnerships, naming rights and referendums are financial options to fund a pool project.

In 2018, the Park District's debt, Series 1999-Recreation Center, will be freed up and \$380,000 is estimated to be available for Capital Projects or Working Capital only. These restrictions are a state/federal statute.

*Partnerships:* Executive Director Salski and one Commissioner will attend a City of Lake Forest meeting on July 13 to discuss the pool concept. This meeting could be viewed as the initial step in creating a potential partnership.

Eric Anderson, BMO Capital, discussed the following with the Board at the June 2 Special Board meeting: anticipated working capital cash flow, two types of referendum, assumptions of cost per household based on the bond amount, and advantages and disadvantages to each referendum.

*Referendum:* A timeline was provided as to deadlines relating to either a November or April election. A significant advantage was confirmed on June 17 indicating 5% of the referendum question can be devoted to operating costs over an extended period of time.

### 3. Pool Tours

Executive Director Salski and John Dzarnowski (FGM Architects) recommend Commissioners visit five pools in the area whose concepts are similar to the Lake Bluff pool design concepts. These pools are: Centennial Family Aquatic Center-Wilmette, Birchwood Pool (2 pools)-Palatine, Bloomingdale Park District-Bloomingdale, Itasca Park District-Itasca, and Paradise Bay Water Park-Lombard Park District.

### E. Capital Replacement & Improvement Plan – Five Year Plan

A detailed five year Capital replacement plan was supplied to all Commissioners. The plan does not currently include beach or ravine information.

Capital is based on one piece of equipment or projects over \$5,000 and has a life span of three years. Staff has defined Capital Replacement as one piece of equipment that can be purchased for a similar piece. Staff has defined Capital Improvement as equipment or area that may require improvement such as accessibility, size, dimensions, material, landscaping or extensive repair.

The Park District has allocated an estimated \$35,000–40,000 from the \$3.5 million Recreation Center Series 1999 Bond to the Master Plan Fund. As of December 31, 2009, the Master Plan Fund has a \$728,926 cash balance, however the Park District used these funds to support the Golf Course debt and there are currently no monies available for Capital.

In future years, staff recommends allocating and using the estimated \$35,000-40,000 towards the Capital Replacement and Improvement Plan.

Commissioner Nickels reiterated the Auditors standing on inter-fund loans: no such loans should be made unless it is certain that the fund will turn a profit in the future.

Three options were outlined in the event the Park District can't afford Capital.

- Address the operating budget by eliminating expenses
- Lease operations, utilize independent contractors/vendors and/or sell land
- Do not purchase Capital or make improvements

F. Facility Audit / Assessment Plan

During the Strategic Plan Workshop, the board discussed an option to complete a Facility Audit/Assessment. Facility and/or park audits can be separated or combined a various ways such as structural, mechanical, electrical, and ADA. Proposals were submitted by FGM Architects for the Recreation Center, Golf Clubhouse, Artesian Field House and the Beach shelter and by WT Engineering for the Recreation Center and the Golf Clubhouse.

It is important to create an ADA Transitional Plan in order to bring the Park District up to the standards set forth in Section 35.105 of Title II of the Americans with Disability Act. Beginning in July, the Justice Department will be enforcing stricter guidelines. If no plan is in place, the Justice Department may mandate immediate repairs if/when a complaint is received.

The estimated cost for the ADA Transitional Plan is approximately \$20,000 and may be levied from the Special Recreation Fund in the 2011 budget.

Staff recommends discussing the \$33,000 investment to complete the facility audit and assessment plan.

G. Public Input Meetings

Executive Director Salski indicated the format for the pool input meetings scheduled for June 22 and June 23. The Executive Director will give a 10-15 minute review highlighting the following: general overview of pool situation, VGB, timeline handout, concepts, finance options, Park District finances, and capital replacement plan. Time will be allowed for a question and answer or resident input session – residents will be allowed a 3 minute window for comments.

**12. WRITTEN COMMUNICATIONS**

A. Department Reports

Reports supplied to all Commissioners.

Rob Foster indicated that he is working with Cliff Miller on updating the plan to open/clear vistas at the beach. Approximately \$8,500 is available for this project this year.

B. Community Comments

None

C. Correspondence

Supplied to all Commissioners

**13. VERBAL COMMUNICATIONS**

A. Staff



Director Dave Peterson mentioned the following:

*Camps & swim lessons:* Began today.

*Sailing:* Added a morning sailing session due to high demand for sailing program.

Director Rob Foster mentioned the medical insurance came through for the employee needing surgery.

B. Executive Director

Executive Director Salski mentioned the Administration & Finance Committee has investigated changing property and liability insurance from IPARKS to PRDMA. The estimated savings to the Park District is approximately \$10,000.

C. Park Foundation (FLBPDF)

The “Make Waves” Foundation event is scheduled for August 21, 6:30 – 10:00 p.m.

Two Foundation board positions are currently open, applications are being accepted.

D. Administration and Finance Committee

Commissioner Nickels indicated the audit results highlight several areas for improvement. The Committee will bring recommendations to the Board in the near future.

E. Future Planning Committee

None

F. Golf Committee

See detailed written report.

G. Paddle Committee

Recommendations will be brought to the Board in order to adopt a full calendar of programs/event for the year.

H. Parks, Recreation Programs & Facilities Committee

None

I. Tri-Advisory & Intergovernmental Committee

Commissioner Hart indicated the 3 concepts currently being evaluated by the Fort Sheridan Advisory Committee. These concepts are hybrid courses, meaning a 9-hole golf course is built while maintaining open lands on the same property. A recommendation is expected to be presented to the Lake County Board of Commissioners in September. Community input is currently being accepted.

J. President’s Report

None

**14. EXECUTIVE SESSION**

A motion was made by Commissioner Considine, and seconded by Commissioner Hart 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:** Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

Executive Session began at 9:05 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:** Considine, Douglass, Hart, McKendry, Nickels, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** Ehrhard

Executive Session ended at 9:13 p.m.

**15. 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

**16. ADJOURNMENT**

There being no further business, a motion was made by Commissioner Considine and seconded by Commissioner McKendry to adjourn the meeting at 9:13 p.m. The motion carried by unanimous vote.

Approved this 19 day of July 2010  
Board of Commissioners  
Lake Bluff Park District