

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
JANUARY 24, 2011**

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), Ed Heiser (Assistant Golf Operations Manager & Golf Professional), Sean McCracken (Lake Forest Bank), Bob Troyer, Emma Allen, Sophie Emery, Maddy Gailey, Kaila Bailey

**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, Hart, Nickels, Gronau  
Commissioner McKendry arrived at 6:31 p.m.

**3. APPROVAL OF AGENDA:**

A motion was made by Commissioner Considine and seconded by Commissioner Hart to approve the agenda of January 24, 2011 as presented.

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

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

**Nays:** None

**Abstain:** None

**Absent:** McKendry

**4. STATEMENT OF VISITORS:**

Maddie Gailey acted as spokesperson for a group of four Lake Bluff Middle School students whose concern is making the beach ADA accessible. They will direct their list of questions to Executive Director Salski for a follow-up response.

**5. APPROVAL OF MINUTES: February 10 Future Planning Committee**

A motion was made by Commissioner Nickels and seconded by Commissioner Hart to approve the minutes of February 10, 2010 as presented.

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

**Ayes:** Hart, Nickels

**Nays:** None

**Abstain:** None

**Absent:** None

**6. APPROVAL OF MINUTES: February 16 Future Planning Committee**

A motion was made by Commissioner Nickels and seconded by Commissioner Hart to approve the minutes of February 16, 2010 as presented.

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

**Ayes:** Hart, Nickels  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**7. APPROVAL OF MINUTES: February 18 Future Planning Committee**

A motion was made by Commissioner Hart and seconded by Commissioner Nickels to approve the minutes of February 18, 2010 as presented.

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

**Ayes:** Hart, Nickels  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**8. APPROVAL OF MINUTES: February 23 Future Planning Committee**

A motion was made by Commissioner Nickels and seconded by Commissioner Hart to approve the minutes of February 23, 2010 as presented.

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

**Ayes:** Hart, Nickels  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**9. APPROVAL OF MINUTES: March 2 Future Planning Committee**

A motion was made by Commissioner Nickels and seconded by Commissioner Hart to approve the minutes of March 2, 2010 as presented.

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

**Ayes:** Hart, Nickels  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**10. APPROVAL OF MINUTES: June 9 Golf Committee**

A motion was made by Commissioner Douglass and seconded by Commissioner Gronau to approve the minutes of June 9, 2010 as presented.

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

**Ayes:** Douglass, Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**11. APPROVAL OF MINUTES: June 28 Special Paddle Committee**

A motion was made by Commissioner Ehrhard and seconded by Commissioner Nickels to approve the minutes of June 28, 2010 as presented.

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

**Ayes:** Ehrhard, Nickels  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**12. APPROVAL OF MINUTES: July 12 Administration & Finance Committee**

A motion was made by Commissioner Considine and seconded by Commissioner Nickels to approve the minutes of July 12, 2010 as presented.

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

**Ayes:** Considine, Nickels  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**13. APPROVAL OF MINUTES: October 6 Special Regular Board Meeting**

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the minutes of October 6, 2010 as presented.

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

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

**14. APPROVAL OF MINUTES: November 29 Parks & Recreation Committee**

A motion was made by Commissioner Douglass and seconded by Commissioner McKendry to approve the minutes of November 29, 2010 as presented.

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

**Ayes:** Douglass, McKendry  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**15. APPROVAL OF MINUTES: December 13 Regular Board Meeting**

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to approve the minutes of December 13, 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

**16. APPROVAL OF MINUTES: January 10 Committee of the Whole Meeting**

A motion was made by Commissioner Ehrhard and seconded by Commissioner Considine to approve the minutes of January 10, 2011 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

**17. CONSENT AGENDA / FINANCE**

**Approve Invoice Schedule: Period Ending January 1 & 21, 2011**

A motion was made by Commissioner Hart and seconded by Commissioner Considine to approve the bills payable schedules for January 1 and January 21, 2011 in the following amounts.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

GENERAL FUND	\$ 30,330.51
RECREATION FUND	\$ 9,895.94
PADDLE TENNIS	\$ 2,888.56
GOLF COURSE FUND	\$ 5,230.18
FITNESS CENTER FUND	\$ 6,647.98
FOR A TOTAL OF:	\$ 54,993.17

GENERAL FUND	\$ 9,061.94
RECREATION FUND	\$ 15,313.71
PADDLE TENNIS	\$ 656.83
GOLF COURSE FUND	\$ 6,648.29
FITNESS CENTER FUND	\$ 963.63
GOLF COURSE IRRIGATION FUND	\$ 1,501.94
FOR A TOTAL OF:	\$ 34,146.34

A motion was made by Commissioner Hart 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, Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

**18. FINANCE**

**A. 2010 December Month End Report**

Executive Director Salski indicated the overall cash position as of December 31, was \$960,416. Expenses were slightly higher in all funds due to the processing of a third payroll in December.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry 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. 2010 Year End Unaudited Report**

Executive Director Salski indicated staff anticipates an unaudited favorable net income of \$345,786.

- *General Fund:* Within \$2,400 of budget
- *Park Maintenance:* YTD expenses under budget by \$12,865
- *Recreation Fund:* Ending cash balance for 2010 was \$302,756.76
- *Swimming Pool:* Ending cash balance for 2010 was \$75,391.09. Operated at a net loss of \$907 due to decreased membership
- *Golf:* 2010 revenue \$1,017,306 which is \$82,172 below budget for 2010 due to a \$53,000 loss in membership revenue. Ed Heiser outlined key areas for 2011 change or improvement
- *Golf Maintenance:* YTD expenses under budget by \$10,255
- *Fitness:* YTD ending cash balance of \$410,890.50. Net income realized was \$65,338.86
- *Platform Tennis:* YTD revenue \$766,612.19 up 55.7% from 2009. Expenditures are \$90,477 or 91.1% of budget
- *Master Plan:* Over budget due to the Fuel Storage Tank Project. Strategic Plan was under budget by \$2,500
- *Audit Fund:* Over budget due to extra meetings relating to registration software.
- *Liability Fund:* Under budget due to the IPARKS to PDRMA change
- *Social Security:* Under budget due to reducing salary expenses
- *IMRF:* Under budget due to reducing salary expenses.

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to Accept the 2010 Year End Unaudited 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

C. Purchase Cards – Ratification

A motion was made by Commissioner Ehrhard and seconded by Commissioner Considine to ratify the Purchase Card payment of \$19,118.27

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**19. OLD BUSINESS**

A. 2011-2014 Strategic Plan - Acceptance

Staff and the Board have been working on the Strategic Plan since 2010 with the facilitation of Barbara Heller, Pro’s Consulting, LLC. The strategic plan is a working document which will define the organizational direction and assist the Park District with a process to allocate limited resources over the next four years.

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to accept the 2011-2014 Strategic Plan 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. Intergovernmental Agreement-Lake Bluff School District 65 - Amendment

At the December 13, 2010 Board meeting an Intergovernmental Agreement with District 65 was approved. After extensive review between the Village and Park District, specific language was missing in order to fulfill the Village’s requirements. In addition, PDRMA has reviewed the liability section and requests significant revisions.

A motion was made by Commissioner Hart and seconded by Commissioner Considine to amend the original agreement, authorize Executive Director and Corporate and PDRMA legal counsel to negotiate with Village and School District identifying proper language as well as authorize the Board President to sign.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**20. NEW BUSINESS**

A. Lake Forest Bank & Trust – Account Restructuring

Sean McCracken, Wintrust Commercial Banking Treasury Management, presented the reasons behind the restructuring of accounts. He indicated that changing accounts to fall within the commercial versus consumer venue allows for better liquidity management.

A motion was made by Commissioner Considine and seconded by Commissioner Hart to authorize Lake Forest Bank and Trust restructure/revise the Park District bank accounts as outlined and transfer monies into a liquid Money Market account.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**B. Tax Levy Abatement - Ordinance 2011-A**

In 2003, the District issued \$600,000 in Alternate Revenue Source bonds to refinance the original 2001 borrowing for the construction of the Driving Range. Each year, the District abates the tax levy and instead uses existing user fees from the Driving Range to make the debt service payment which was promised by previous boards.

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to accept Ordinance 2011-A abating taxes hereto levied for the year 2010 with respect to the Driving Range project.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**C. Tax Levy Abatement - Ordinance 2011-B**

In 2004, the District issued \$1.4 million in Alternate Revenue Source bonds for the construction of an addition to the Recreation Center. The bonds were filed with Lake County and the tax levy is abated annually. Instead, user fees from recreation programs and the fitness center are used to make the debt service payment.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to accept Ordinance 2011-B abating taxes hereto levied for the year 2010 with respect to the Recreation Center addition projects.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**D. Lake Bluff Golf Club Concession Agreement**

Since 2000, Kenny Karnezas, Bluffingtons, has operated the Village Grille. The current contract was yearly, the proposed contract has been modified as follows:

- 2 year contract – February 1, 2011 through December 31, 2012
- Lease rate increase effective in 2012
- Golf event food sales – 10% to Park District

A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to approve 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 2011 and 2012 with Exhibit A-Inventory completed.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

E. Intergovernmental Agreement – City of Lake Forest Recreation Department

The Lake Forest Parks and Recreation Department and the Lake Bluff Park District will share in some programs and resources allowing for those with low enrollment to be able to run. The joint effort and promotion will allow for greater marketing exposure and reduced costs due to shared staff and supplies. This Agreement benefits both parties and exhibits a willingness to work together amongst neighboring communities for the betterment of our residents.

It was indicated that Paddle Information could be printed in the Lake Forest brochure effectively saving Lake Bluff the cost of mailing a brochure to Lake Forest residents. This would enable staff to concentrate on reaching potential new members from other North Shore communities.

Executive Director Salski will have the Agreement reviewed by PDRMA as requested by Commissioners.

A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to authorize the Executive Director and Corporate legal counsel to negotiate with the City of Lake Forest identifying proper language as well as authorize the Board president to sign.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**21. WRITTEN COMMUNICATIONS**

A. Department Reports

Director Rob Foster mentioned the following:

- 35 resumes were received for the Park Services Manager position
- Rockland Road landscape project has been started with the removal of buckthorn by Mariani Landscape and Open Lands

Director Dave Peterson mentioned the following:

- Two surveys are being prepared for evaluating facilities and programming
- Separate summer camp brochure was mailed for the first time. Staff will evaluate whether this process is cost effective.
- Recreation software will be upgraded to allow for enhanced functionality



Executive Director Ron Salski mentioned the following:

- Rich Rothmann (Rothmann & Rothmann Enterprises) has been hired to assist with the Bookkeeping responsibilities.
- Staff is receiving Financial Software demonstrations from Tyler Technologies
- American with Disabilities Act Access Audit RFP has been completed
- February 7 Committee of the Whole agenda: Preschool logo, board committee structures, capital plan, and pool – next steps
- Creating an e-news letter for the Park District similar to the pool e-newsletter used to update pool status/information during the past year

B. Community Comments

Supplied to Commissioners

C. Correspondence

Supplied to Commissioners

**22. VERBAL COMMUNICATIONS**

A. Staff: No report.

B. Executive Director Report

- Discussed the fuel storage project with Karen May and she will stay informed so that we may receive state funding
- Contacted the Lake Forester Editor in regards to the title of an article regarding the pool. No retraction will be printed however a follow-up article will be printed outlining the next steps in the pool process as approved by the Board.

C. Park Foundation (FLBPDF): Joint meeting was successful.

D. Administration & Finance Committee: No report.

E. Future Planning Committee: No report.

F. Golf Committee: Planned meeting in February.

G. Paddle Committee: Commissioner Ehrhard indicated this is the halfway point of the season; the Paddle program is successful and has grown from 3 teams in 2009 to 9 teams in 2010 with the hopes of 11 teams for the 2011/2012 season.

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

I. Tri-Advisory & Intergovernmental Committee: No report.

J. President's Report: No report.

**23. 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. 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 8:14 p.m.

A motion was made by Commissioner Considine and seconded by Commissioner Douglass 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 8:43 p.m.

**24. ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION**

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to draft a letter of intent to Executive Director, Ron Salski for his Employment Contract renewal.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**25. ADJOURNMENT**

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to adjourn the meeting at 8:44 p.m. The motion carried by unanimous vote.

Approved this 21st day of February 2011  
Board of Commissioners  
Lake Bluff Park District