

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
JULY 18, 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), Dan Berg (Sikich), Larry Kreuscher (Milburn Cain & Co.) M. David Cain (Milburn Cain & Co), Janice Schnobrich

1. CALL TO ORDER:

Vice President Hart 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, Gronau, Hart, McKendry
Commissioner Nickels was absent with prior notice.

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Gronau and seconded by Commissioner McKendry to approve the agenda of July 18, 2011 as amended: include items F through J: Special Aquatic Facility Advisory Committee meetings as one motion for the approval of minutes.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Nickels

4. STATEMENT OF VISITORS: None

5. APPROVAL OF MINUTES: June 20 Regular Meeting

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to approve the minutes of June 20, 2011 as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Nickels

6. APPROVAL OF MINUTES: Aquatic Facility Advisory Committee Meetings:

June 20, June 21, June 22, June 28 and July 6

A motion was made by Commissioner Gronau and seconded by Commissioner McKendry to approve the minutes of June 20, June 21, June 22, June 28 and July 6, 2011 as presented.

On the roll call, the vote was as follows:

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

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

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to approve the minutes of July 12, 2011 as presented.

On the roll call, the vote was as follows:

- Ayes:** Considine, Hart
- Nays:** None
- Abstain:** None
- Absent:** None

8. CONSENT AGENDA

Approve Invoice Schedule: Period Ending July 1 & 18, 2011

A motion was made by Commissioner Gronau and seconded by Commissioner Considine to approve the bills payable schedules for July 1 and July 18, 2011 in the following amounts.

On the roll call, the vote was as follows:

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

GENERAL FUND	\$ 34,999.73
RECREATION FUND	\$ 27,836.26
LIABILITY INSURANCE FUND	\$ 52,749.58
SPECIAL RECREATION FUND	\$ 34,664.50
PADDLE TENNIS	\$ 1,017.58
GOLF COURSE FUND	\$ 40,030.75
SWIMMING POOL	\$ 12,841.33
FITNESS CENTER	\$ 2,314.15
FOR A TOTAL OF:	\$206,453.88

GENERAL FUND	\$ 7,445.80
RECREATION FUND	\$ 12,859.14
PADDLE TENNIS	\$ 541.91

GOLF COURSE FUND	\$ 7,364.19
SWIMMING POOL	\$ 23,791.14
FITNESS CENTER FUND	\$ 1,591.68
FOR A TOTAL OF:	\$ 53,593.86

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, Gronau, Hart, McKendry

Nays: None

Abstain: None

Absent: Nickels

9. FINANCE

A. June Treasurer Report

Executive Director Salski indicated the overall cash position as of June 30, was \$1,270,086. As of July 13, the Park District has \$1,391,000 in cash. Dan Berg mentioned the Park District produces a Treasurer Report that is extremely detailed and one of the better documents by any Park District he has seen. He mentioned that it appears expenses will be within budget and revenues will be short of budget. He mentioned that there doesn't seem to be any major concerns at this time.

Rob Foster indicated the Golf and Parks expenses are in line with budget and overtime has been kept to a minimum.

Ed Heiser indicated the Golf course had a strong month of June with the revenues higher than budget by 5%. He also indicated the new rate structure for 2011 has been positive with the course more utilized.

Dave Peterson reviewed the Fitness Center, Pool, and Recreation revenues. He indicated that expenses are higher due to 3 payrolls during the month.

Executive Director Salski indicated the expenses are in line with last year. Staff continues to look at revenues and expenses

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Nickels

B. Purchase Cards – Ratification

A motion was made by Commissioner Gronau and seconded by Commissioner Considine to ratify the Purchase Card payment of \$29,124.14.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Nickels

10. NEW BUSINESS / ACTION ITEMS

A. Audit report for the fiscal year ending December 31, 2010

Milburn Cain & Co. has completed the audit for the fiscal year ending December 31, 2010. The Administration & Finance Committee reviewed the audit, met with the Auditors, and accepted the audit at the Administration & Finance Committee meeting of July 12, 2011. The Committee recommended an overview from Milburn & Cain to the entire Board of Commissioners.

M. David Cain gave an audit overview and suggested making the appropriate accounting entries to remove interfund loans from the books.

Commissioner Considine indicated that the inter fund loan issue was recommended after the 2009 audit and the decision was made to hold off until after the Park District acquired new accounting software and updated the chart of accounts.

A motion was made by Commissioner Gronau and seconded by Commissioner Ehrhard to accept the audit report submitted by the District's auditor, Milburn Cain and Company, for the fiscal year ending December 31, 2010.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Nickels

B. Administration Policy Manual – Identity Protection Policy, 6.23

The Park District is required to adopt a policy pursuant to the Identity Protection Act (5ILCS 179/1 et seq.) to protect social security numbers from unauthorized disclosure immediately.

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to approve Identity Protection Policy, 6.23 and document in the Administration Policy Manual.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Nickels

C. Merchant Processing

The Park District currently holds a contract with FIS Merchant Services for credit card processing. The current contract expires in November 2011; however staff believes a significant savings may occur either by renegotiating with the existing vendor or moving forward with a "new" vendor in November. FIS Merchant Services has offered a new contract, effective July 1, 2011, with actual cost savings of approximately \$5,463.

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to authorize Executive Director to enter into a two-year agreement with a beginning date of July 1, 2011 with FIS Merchant Services based on the proposed fees provided to the Park District.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Nickels

11. WRITTEN COMMUNICATIONS

A. Community Comments

Supplied to Commissioners

B. Correspondence

Supplied to Commissioners

12. VERBAL COMMUNICATIONS

A. Staff:

Dave Peterson reported the following:

- IDNR grant of \$18,000 was received for Park District work
- Pool: Pirates Day events have been successful with approximately 50 children in attendance. July 23 is the next movie night.
- July 1st Block Party games and scavenger hunt were a success
- Beach games/events at the beach North Shelter were successful
- Continued training for staff at the pool/beach
- Waiting for the results from the Ellis audit – unannounced pool and beach audit

Ed Heiser reported the following:

- Great weather = good revenue
- Group instruction has increased 42%; 85% of this number is from the Juniors
- Survey results to be reviewed
- Earliest July day on record to record \$100,000

Rob Foster reported the following:

- Storm damage clean-up is under way. A tree service will be hired for some expert tree removal. Damage at the Beach North Shelter will be completed by a contractor.

B. Executive Director Report

- Committee of the Whole Meeting 8/1: Discussion of Park District chart of accounts and fund structure
- Website: New website design is close to completion and will be previewed at the August 15 Regular Board Meeting
- Pool audit: RFP will be reviewed by the Administration & Finance Committee
- ADA Plan: Staff will review on August 5 with Board review in September or October
- Surge Tank: Concern on reporting to public
- Patch.com: Board and Committee meetings will be included on the calendar
- Vacation: I will be on vacation and returning to the office on August 1

- Grant: Dave Peterson secured an \$18,000 grant through the Illinois DNR
- Storm clean – up: Noah and staff did a great job

C. Park Foundation (FLBPDF): Annual fundraiser is August 27.

D. Parks, Recreation Programs & Facilities Committee – No report

E. Sunrise Park and Beach Advisory Committee – Next step is a community survey due in September.

F. Aquatic Facility Advisory Committee – Six firms were interviewed with 3 expected to submit RFP's.

G. Commissioner Comments: None

H. Vice President's Report: Eric Moran (Racquet Sports Manager) will be hosting another kids tennis event on Saturday, July 23.

13. EXECUTIVE SESSION

A motion was made by Commissioner Considine, and seconded by Commissioner Gronau 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 setting of a price for sale or lease of property owned by the public body, pursuant to Section 2 (c) (6) of the Open Meetings Act.
- C. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Nickels

Executive Session began at 8:27 p.m.

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Nickels

Executive Session ended at 8:38 p.m.

14. ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION: None

15. ADJOURNMENT

There being no further business, a motion was made by Commissioner Considine and seconded by Commissioner Ehrhard to adjourn the meeting at 8:38 p.m. The motion carried by unanimous vote.

Approved this 15th day of August 2011

Board of Commissioners

Lake Bluff Park District