

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
JUNE 20, 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), Scott Puma (Ancel Glick Diamond Bush DiCianni & Krafthefer), Janice Schnobrich

1. CALL TO ORDER:

President Nickels called the meeting to order at 6:33 p.m.

2. ROLL CALL:

The following Commissioners were present when the roll was called:

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

3. APPROVAL OF AGENDA:

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

4. STATEMENT OF VISITORS: None

5. APPROVAL OF MINUTES: May 16 Regular Meeting

A motion was made by Commissioner Gronau and seconded by Commissioner Considine to approve the minutes of May 16, 2011 as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: McKendry

Absent: None

6. APPROVAL OF MINUTES: May 26 Parks, facilities & Recreation Committee

A motion was made by Commissioner Douglass and seconded by Commissioner McKendry to approve the minutes of May 26, 2011 as presented.

On the roll call, the vote was as follows:

Ayes: Douglass, McKendry

Nays: None

Abstain: None

Absent: None

7. **APPROVAL OF MINUTES: June 1 Aquatic Facility Advisory Committee**
A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the minutes of June 1, 2011 as presented.

On the roll call, the vote was as follows:

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

8. **APPROVAL OF MINUTES: June 13 Special Board Meeting**
A motion was made by Commissioner Considine and seconded by Commissioner Hart to approve the minutes of June 13, 2011 as presented.

On the roll call, the vote was as follows:

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

9. **APPROVAL OF MINUTES: June 15 aquatic Facility Advisory Committee**
A motion was made by Commissioner Considine and seconded by Commissioner McKendry to approve the minutes of June 15, 2011 as presented.

On the roll call, the vote was as follows:

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

10. **CONSENT AGENDA**
Approve Invoice Schedule: Period Ending June 1 & 20, 2011
A motion was made by Commissioner Hart and seconded by Commissioner Considine to approve the bills payable schedules for June 1 and June 20, 2011 in the following amounts.

On the roll call, the vote was as follows:

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

GENERAL FUND	\$ 23,113.66
RECREATION FUND	\$ 24,239.42
SPECIAL RECREATION FUND	\$ 14,713.04
PADDLE TENNIS	\$ 528.85
GOLF COURSE FUND	\$ 55,844.26
SWIMMING POOL	\$ 1,441.68
FITNESS CENTER	\$ 7,144.74
MASTER PLAN / CAPITAL FUND	\$ 504.50
G.C. IRRIGATION SYSTEM	\$ 387.50
FOR A TOTAL OF:	\$127,917.65

GENERAL FUND	\$ 12,121.54
RECREATION FUND	\$ 27,569.08
LIABILITY INSURANCE FUND	\$ 3,430.00
AUDIT FUND	\$ 8,500.00
PADDLE TENNIS	\$ 177.43
GOLF COURSE FUND	\$ 46,573.20
SWIMMING POOL	\$ 5,670.91
FITNESS CENTER FUND	\$ 5,345.55
FOR A TOTAL OF:	\$109,387.71

A motion was made by Commissioner Considine and seconded by Commissioner Hart 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, Nickels

Nays: None

Abstain: None

Absent: None

11. FINANCE

A. May Treasurer Report

Executive Director Salski indicated the overall cash position as of May 31, was \$491,261.41. As of June 15, the Park District has \$1,024,426.35 in cash.

Dave Peterson reviewed the Fitness Center, Pool, and Camp revenues.

Rob Foster reviewed the Golf and Parks revenues.

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

Nays: None

Abstain: None

Absent: None

B. Purchase Cards – Ratification

A motion was made by Commissioner Hart and seconded by Commissioner Gronau to ratify the Purchase Card payment of \$67,997.86.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

12. NEW BUSINESS / ACTION ITEMS

A. Ordinance 2011-G: Declaration of Surplus Property & Authorization for Disposal

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to approve Ordinance 2011-G: Declaration of Surplus Personal Property and Authorization for sale or Disposal.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

B. State Purchase – Park Trucks

A motion was made by Commissioner Hart and seconded by Commissioner Gronau to award the purchase to Morrow Brothers Ford Inc. for the amount, not to exceed \$35,500 for all equipment specified in the 2011 Ford F-350 Plow Truck contract less the trade-in.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

C. Ordinance 2011-H: Prevailing Wage

A motion was made by Commissioner Considine and seconded by Commissioner Hart to Adopt Ordinance 2011-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, Gronau, Hart, McKendry, President Nickels

Nays: None

Abstain: None

Absent: None

D. Administration Policy Manual – Addition – Community Input Process Policy:

Since 2009 the Park District has developed a community process involving residents making recommendations about specific projects and/or issues and providing feedback and interest about facilities, programs, or specific topics; although the structure is not defined in the Administration Policy Manual. Staff recommends adopting the following language and policy:

Community Process: The Lake Bluff Park District is committed to listening and receiving feedback and solutions from residents improving the overall park and recreation system. As projects are established and/or programs/facilities/parks are being improved, renovated. Or revised, the Park District is committed to open dialogue with residents by determining the appropriate community forum below:

Citizen Advisory Committee: An Advisory Committee is defined as a resident Committee focused on planning for a project and/or issues with a two to four year expiration. Members are comprised of no more than nine and an odd number of diverse Park District residents, one Commissioner Liaison, one staff liaison and potentially one intergovernmental liaison based on the project. Members are required to be available limited day and/or evening meetings. A Chairperson is appointed based on past positive Park District experiences and support. Potential members are required to fill out a one page application and members are appointed through board, staff and chairperson recommendations with final approval by the Board of Commissioners. Goals are expected to be developed based on the defined purpose of the community by the Board of Commissioners.

Citizen Task Force: A Task Force is defined as a resident group focused on planning for a specific project and/or issues with a one year expiration. Members are comprised of no more than nine and an even number of Park District residents, one Commissioner Liaison and one staff liaison. Members should have a specific expertise, skill or knowledge with the project and/or issue. Members are required to be available limited day and/or evening meetings. A Chairperson is appointed by the Board of Commissioners based on past positive Park District experiences and Board support. Potential members are required to fill out a one page application and members are appointed through board, staff and chairperson recommendations with final approval by the Board of Commissioners. Goals are expected to be developed based on the defined purpose of the Task Force by the Board of Commissioners.

Citizen Focus Groups: A focus Group is defined as a resident group providing feedback for a specific project/topic/and/or issue with six month expiration. Focus Groups are comprised of no more than fifty residents that may be divided in groups of a variety of sizes pending the project, area and/or issue. Members may be required to attend a maximum of three meetings. Chairpersons for a Citizen Advisory Committee or Task Force or hired facilitator(s)/consultant(s) by the Park District may lead the Focus Group to meet specific goals and Strategic Plan Initiatives.

A motion was made by Commissioner Gronau and seconded by Commissioner McKendry to amend the Administration Policy Manual adding Section 4.20 defining a specific community process and resident forums outlined in the memorandum.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

E. Sunrise Park & Beach Citizen Advisory Committee - Approval

A motion was made by Commissioner Douglass and seconded by Commissioner Hart to formally approve the establishment of the Sunrise Park and Beach Advisory Committee with Geoff Surkamer as Chair, Kevin Considine as Park District liaison, one Village of Trustee liaison, and the following members: Sophie Twitchell, Jim Stevenson, Dan Horvat, Jim Salanty, Tom Terrill, Pat Falligant, and Bill Hermann.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

13. WRITTEN COMMUNICATIONS

A. Community Comments

Supplied to Commissioners

B. Correspondence

Supplied to Commissioners

14. VERBAL COMMUNICATIONS

A. Staff:

Dave Peterson reported the following:

- Staff will be running the Block Party games on Friday, July 1 from 5-8pm
- Howe Security has begun patrolling the beach
- Fitness Center: Treadmills have some minor issues which are being investigated/resolved under warranty

Rob Foster reported the following:

- Sanctuary Park: Buckthorn trimming underway
- 176 buckthorn clearing will be continued in the spring
- Quote for relocation of water line associated with fuel tank is approximately \$5,200
- Mawman Park batting cage has been relocated with a locking fence and posted hours for use. Slight landscaping will also take place to minimize the cage.
- Thank you to the Lake Bluff Baseball Association for the recent improvements at Mawman Park

B. Executive Director Report

- Several new Bluffinia sponsors have been found – Foundation (FLBPDF) and Northwestern Lake Forest Hospital.

C. Park Foundation (FLBPDF): Donating a chess table for Sunrise Beach Park. Next meeting July 11. Annual fundraiser is August 27.

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

E. Sunrise Park and Beach Advisory Committee – No report

F. Aquatic Facility Advisory Committee – First round of RFQ interviews have been completed.

G. Commissioner Comments:

Commissioner Hart indicated the Tennis/Paddle pro is doing a great job.

H. President's Report: Thank you to all Commissioners for attending the Board retreat. Commissioner Douglass indicated he would like to see this become an annual event.

15. EXECUTIVE SESSION

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

Nays: None

Abstain: None

Absent: None

Executive Session began at 7:42 p.m.

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

Executive Session ended at 8:46 p.m.

- 16. ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION:**
Resolution 2011-E: A Resolution Regarding The Release of Closed Session Minutes.
Minutes from April 2008 to June 2009 will be released, with the balance of minutes to be held confidential.

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to approve Resolution 2011-E: A Resolution regarding the Release of Closed Session Minutes.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

17. ADJOURNMENT

There being no further business, a motion was made by Commissioner Gronau and seconded by Commissioner Douglass to adjourn the meeting at 8:48 p.m. The motion carried by unanimous vote.

Approved this 18th day of July 2011
Board of Commissioners
Lake Bluff Park District