

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
MARCH 21, 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), Michael Lawrence, Cathy McKechney, Dale Lomax, Jan Schnobrich, Julie Manning

**1. CALL TO ORDER:**

President Gronau called the meeting to order at 6:34 p.m.

**2. ROLL CALL:**

The following Commissioners were present when the roll was called:

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

**3. APPROVAL OF AGENDA:**

A motion was made by Commissioner Douglass and seconded by Commissioner Considine to approve the agenda of March 21, 2011 as amended: New Business Item H: Sunrise Park and Beach – Shelter and Event Request will be moved to Item A New Business.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**4. STATEMENT OF VISITORS:** None

**5. APPROVAL OF MINUTES: February 21 Regular Board**

A motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to approve the minutes of February 21, 2011 as presented.

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

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

**Nays:** None

**Abstain:** Hart

**Absent:** None

**6. APPROVAL OF MINUTES: March 7 Committee of the Whole**

A motion was made by Commissioner Hart and seconded by Commissioner Considine to approve the minutes of March 7, 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

**7. APPROVAL OF MINUTES: March 10 Administration & Finance Committee**

A motion was made by Commissioner Considine and seconded by Commissioner Nickels to approve the minutes of March 10, 2011 as presented.

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

**Ayes:** Considine, Nickels

**Nays:** None

**Abstain:** None

**Absent:** None

**8. APPROVAL OF MINUTES: March 10 Special Regular Board Meeting**

A motion was made by Commissioner Hart and seconded by Commissioner Considine to approve the minutes of March 10, 2011 as presented.

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

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

**Nays:** None

**Abstain:** Hart, McKendry

**Absent:** None

**9. CONSENT AGENDA**

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

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to approve the bills payable schedules for March 1 and March 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	\$ 15,547.91
RECREATION FUND	\$ 35,731.86
PADDLE TENNIS	\$ 453.22
GOLF COURSE FUND	\$ 10,970.01
SWIMMING POOL FUND	\$ 1,286.97
FITNESS CENTER FUND	\$ 4,218.76
FOR A TOTAL OF:	\$ 68,208.73

GENERAL FUND	\$ 15,372.92
RECREATION FUND	\$ 13,606.07
PADDLE TENNIS FUND	\$ 1,524.96
GOLF COURSE FUND	\$ 25,846.52
FITNESS CENTER FUND	\$ 18,031.57
MASTER PLAN / CAPITAL FUND	\$ 370.47
BEACH CONSTRUCTION FUND	\$ 903.75
FOR A TOTAL OF:	\$ 75,656.26

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

**Nays:** None

**Abstain:** None

**Absent:** None

**10. FINANCE**

A. January Treasurer Report

Currently staff will present actual financials compared to last year month to date. After first quarter, staff will present the actual financials compared to budget.

Executive Director Salski indicated the overall cash position as of February 28, was \$481,196.97. As of March 16, the Park District has \$586,734 in cash.

A motion was made by Commissioner Considine and seconded by Commissioner Ehrhard 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. Purchase Cards – Ratification

A motion was made by Commissioner Considine and seconded by Commissioner Hart to ratify the Purchase Card payment of \$27,041.98.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

## 11. NEW BUSINESS

### A. Sunrise Park and Beach – Shelter and Event Request

Cathy McKechny, President of the Vliet Center of Lake Bluff History, contacted staff requesting rental of the beach shelter for a Community Event. The beach shelter is reserved for August 27, 2011 but staff is requesting the Board make a decision in regards to the request as it is above and beyond the typical rental.

Parks, Recreation Programs and Facilities Committee will work with Mrs. McKechny to prepare “special consideration or variance” documentation with specific details to be presented at the Regular Board meeting of April 18, 2011.

### B. Swim Clubs Usage and Fee Requests

At the March 7 Committee of the Whole meeting, the Board gained consensus in regards to swim club usage. Additional discussion focused on rental rates for both swim clubs with a consensus gained to charge the Lake Forest Swim Club \$60 and Scout Aquatics \$110 per hour.

Dale Lomax of Scout Aquatics met with staff and requested the rental rate to be reduced from \$110 to \$84 per hour. Staff supports this rental reduction and is requesting Board support.

Lake Forest Swim Club has requested a rate reduction from \$60 to \$42 in the morning with the evening rate remaining at \$60 per hour.

A motion was made by Commissioner Considine and seconded by Commissioner Considine to accept swim club usage Monday-Wednesday from 5:00 p.m. to 6:30 p.m. with Monday and Tuesday evenings designated for the Lake Forest Swim Club and Wednesday for Scout Aquatics Swim Club and charge an hourly morning rate of \$42 and evening rental rate of \$60 for the Lake Forest Swim Club and \$84 for Scout Aquatics Swim Club.

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

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

**Nays:** Hart

**Abstain:** None

**Absent:** None

### C. Budget and Appropriation Ordinance: 2011 D

By law, the Park District must submit an Appropriation Ordinance to Lake County by the end of the first quarter of the calendar year. This document discloses anticipated revenues including tax dollars and user fees as well as estimated operating and capital expenditures. It serves as a legal document holding the agency accountable to the anticipated disclosed expenditures.

A motion was made by Commissioner Considine and seconded by Commissioner Hart to accept Ordinance 2011-D, the 2011 Budget and Appropriation, disclosing all necessary expenditures and liabilities in all of the District’s funds for the calendar year beginning January 1, 2011 and ending December 31, 2011.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**D. ADA Access Audit Services-Recreation Accessibility Consultants, LLC**

The Future Planning Committee interviewed two firms, ACTServices and Recreation Accessibility Consultants, LLC based on a RFP prepared by the Park District. After these interviews, a revised RFP was requested by the Committee adding school and village sites where park district programs are held and providing opportunities for staff assisting with consulting to potentially reduce the cost.

A motion was made by Commissioner Nickels and seconded by Commissioner Douglass to authorize the Executive Director and Attorney to enter into an agreement with Recreation Accessibility Consultants, LLC not to exceed \$8,000.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**E. Rothmann and Rothmann Enterprises – Bookkeeping Agreement**

Since January when the current bookkeeper left, the Park District hired Rothmann and Rothmann Enterprises to assist with bookkeeping services. The three month trial has been very successful and staff would like to enter into a two year contract with Rothmann and Rothmann Enterprises.

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to authorize the Executive Director to enter into a two-year agreement with Rothmann and Rothmann Enterprises with the details outlined in the agreement.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**F. Sikich, LLT – Financial/Accounting Services**

Staff recommends it is in the best interest to find expertise that can assist with the Strategic Plan, answer questions, develop future plans and train staff. Executive Director Salski and the Administration Finance Committee support the action.

A motion was made by Commissioner Considine and seconded by Commissioner McKendry to authorize the Executive Director to enter into a one-year agreement with Sikich, LLT not to exceed \$18,000 with the details outlined in the agreement.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

G. Ordinance 2011E: Declaration of Surplus Personal Property & Authorization for Disposal

Pursuant to 70 ILCS 1205/-22, the Lake Bluff Park District disposes of property it deems to be of no use to the Agency, the District must pass Ordinance 2011-E by approval of at least three-fifths of the Park Board.

A motion was made by Commissioner Considine and seconded by Commissioner Nickels to approve Ordinance 2011E: Declaration of Surplus Personal Property and Authorization for Sale or Disposal.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

H. Fitness Center Carpeting

Board consensus is to table the topic until a later date.

**12. WRITTEN COMMUNICATIONS**

A. Department Reports

Director Rob Foster mentioned the following:

- The Golf Greens Manager position has been filled.
- Ice damage and snow mold virtually non-existent this year.

Director Dave Peterson mentioned the following:

- Daddy Daughter Date night was successfully held with 33 girls and 27 dads.
- 10 Year Anniversary of the Recreation Center will be held Saturday, May 7, 2011 from 10 a.m. – 1 p.m. Adult and children’s activities will be held.

Executive Director Ron Salski mentioned the following:

- Strategic plan was supplied to Commissioners

Commissioner Nickels requested a continuing education seminar for the Board to be held in the spring or summer.

B. Community Comments

Supplied to Commissioners

C. Correspondence

Supplied to Commissioners

### **13. VERBAL COMMUNICATIONS**

#### **A. Staff:**

Dave Peterson reported the following:

- Diane Zavitz will be the Swim Pool Manager for 2011
- Fitness Center Manager position will be evaluated over the summer
- Paddle Tennis Pro position is currently open
- Dance Competition Team again took 1<sup>st</sup> place
- Joint preschool / District 65 reading program has been successfully implemented with the assistance of Commissioner Hart
- A fifth (AED) defibrillator will be placed in the Recreation Center foyer.

#### **B. Executive Director Report**

- With Andy Thurman's absence all safety practices and procedures will be reviewed by the Executive Director
- Fuel storage tank: A check for \$8,000 was received for reimbursement from the Illinois EPA. An additional \$30,000 could be processed within the next year.
- Committee of the Whole Meetings: Discussions will begin in regards to capital and pool process
- LFHS has requested planting and maintaining a strip of land close to the middle school. All work would be completed by LFHS and LBOLA
- Golf postcards were mailed to Libertyville residents – staff will monitor success rate

C. Park Foundation (FLBPDF): Attended the Golf Open House and successfully raised monies. Redesigning the current pamphlet to better explain how dollars can be earmarked for specified projects.

D. Administration & Finance Committee: No report

E. Future Planning Committee: No report

F. Golf Committee: Golf open house was held on March 19, 2011.

G. Paddle Committee: No report

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

I. Tri-Advisory & Intergovernmental Committee: No report

J. President's Report: No report

### **14. EXECUTIVE SESSION**

A motion was made by Commissioner Hart, and seconded by Commissioner Considine 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 8:25 p.m.

A motion was made by Commissioner Considine and seconded by Commissioner Hart 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 9:57 p.m.

- 15. ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION:** None

**16. ADJOURNMENT**

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner Douglass to adjourn the meeting at 9:57 p.m. The motion carried by unanimous vote.

Approved this 18th day of April 2011

Board of Commissioners

Lake Bluff Park District