

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
OCTOBER 17, 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 (Golf Professional/Assistant Golf Operations Manager), Janice Schnobrich

1. CALL TO ORDER:

President Nickels 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, Gronau, President Nickels

Commission Hart arrived at 6:32 p.m.

Commissioners Ehrhard and McKendry were absent with prior notice.

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the agenda of September 19, 2011 as amended: Item I: Approve Minutes of October 13, 2011 Beach and Parks Committee.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

4. STATEMENT OF VISITORS: None

5. APPROVAL OF MINUTES: September 19 Regular Meeting

A motion was made by Commissioner Gronau and seconded by Commissioner Considine to approve the minutes of September 19, 2011 as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

6. **APPROVAL OF MINUTES: October 3 Public Hearing**
A motion was made by Commissioner Hart and seconded by Commissioner Gronau to approve the minutes of October 3, 2011 as presented.

On the roll call, the vote was as follows:

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

7. **APPROVAL OF MINUTES: October 3 Committee of the Whole**
A motion was made by Commissioner Douglass and seconded by Commissioner Gronau to approve the minutes of October 3, 2011 as presented.

On the roll call, the vote was as follows:

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

8. **APPROVAL OF MINUTES: October 4 Facilities & Programs Committee**
A motion was made by Commissioner Gronau and seconded by Commissioner Considine to approve the minutes of October 4, 2011 as presented.

On the roll call, the vote was as follows:

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

9. **APPROVAL OF MINUTES: October 13 Aquatic Facility Advisory**
A motion was made by Commissioner Douglass and seconded by Commissioner Considine to approve the minutes of October 13, 2011 as presented.

On the roll call, the vote was as follows:

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

10. **APPROVAL OF MINUTES: October 13 Beach & Parks Committee**
A motion was made by Commissioner Douglass and seconded by Commissioner Hart to approve the minutes of October 13, 2011 as presented.

On the roll call, the vote was as follows:

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

11. CONSENT AGENDA

Approve Invoice Schedule: Period Ending October 1 & 17, 2011

A motion was made by Commissioner Hart and seconded by Commissioner Gronau to approve the bills payable schedule for October 1 & 17 in the following amounts.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

GENERAL FUND	\$ 24,188.08
RECREATION FUND	\$ 22,436.51
SPECIAL RECREATION FUND	\$ 14,608.41
PADDLE TENNIS	\$ 10,197.52
GOLF COURSE FUND	\$ 43,114.20
SWIMMING POOL	\$ 11,286.21
FITNESS CENTER	\$ 10,467.48
FOR A TOTAL OF:	\$136,298.41

GENERAL FUND	\$ 7,536.55
RECREATION FUND	\$ 30,397.76
PADDLE TENNIS	\$ 3,514.51
GOLF COURSE FUND	\$ 4,014.34
SWIMMING POOL	\$ 10,829.13
FITNESS CENTER	\$ 2,977.67
MASTER PLAN / CAPITAL PLAN	\$ 243.91
FOR A TOTAL OF:	\$ 59,513.87

A motion was made by Commissioner Hart and seconded by Commissioner Gronau to accept the items on the consent Agenda as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

12. FINANCE

A. September Treasurer Report

Executive Director Salski indicated the overall cash balance as of September 30 was \$1,926,588.76. As of October 12, the Park District has \$1,959,596 in cash. He also stated the tax receipts and salaries are slightly higher but expenses are in line with budget.

The original 2011 budget indicated a net surplus of \$99,000; however, with the unbudgeted expenses of the pool Architects/Engineers (\$58,000) and a truck (\$34,000) the year end balance is projected to be minus \$30,000. The unaudited year end cash balance is anticipated to be around \$1 million.

Dave Peterson mentioned the following:

- Paddle Tennis has 132 members as of today- \$46,000 in additional revenue.
- Fitness Fund membership revenues and expenses are slightly lower. Original budget projected a \$37,000 profit however; now the projection is \$66,000. Clarification to the lease payments – these are monthly payments to be paid through May 2013
- Recreation fund year to date revenue is at 82% while expenses are at 71%

Rob Foster indicated the year –end Parks Maintenance expenses are projected to be approximately \$13,500 under budget while the Golf Maintenance expenses are projected to be \$14,500 under budget.

Ed Heiser indicated the projected revenue is expected to be lower by 1.3% while the expenses are expected to be in line with the budget. The event/outing business is higher.

A motion was made by Commissioner Considine 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, Gronau, Hart, President Nickels

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

B. Purchase Cards – Ratification

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to ratify the Purchase Card payment of \$19,031.05.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

13. NEW BUSINESS / ACTION ITEMS

A. Ordinance 2011-K:

The Board of Park Commissioners of the District intends to sell bonds for the payment of certain principal and interest due on outstanding obligations of the District, for payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

The Debt Service on the \$3.5 million Recreation Center is approximately \$295,000 annually. The remaining funds will be placed in our Master Plan/Capital Fund or other fund designated by the Board.

A motion was made by Commissioner Hart and seconded by Commissioner Gronau to approve ordinance 2011-K: An ordinance authorizing the issuance of General Obligation Limited Tax Park Bonds, Series 2011, for the amount of \$345,000 for the purpose of refunding certain outstanding obligations of the District and for certain capital improvements in the District.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

President Nickels read: Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting and directed the Secretary to record the same in full in the records of the Board of Park Commissioners of the Lake Bluff Park District, Lake County, Illinois, which was done. Other business not pertinent to the adoption of said ordinance was duly transacted at said meeting.

B. 2012 Proposed Budget – Fees & Admissions

On Tuesday, October 4, the Facilities & Programs Committee met discussing fee and admissions recommendations to be included in the 2012 Proposed Budget. The Committee asked staff to revisit several areas and provide revised recommendations.

- Tent Rentals: Increased by 10%
- Gym Rental: Reduced hourly rental fees
 - full gym \$75 per hour and half-gym \$50 per hour
- Ball fields: Fee of \$75 for 2 hours. Permits will be issued for rental
- Swim Pool: Fee structure for Lake Forest Swim Club will increase in steps over several years to align closer to the fees charged to Scout Aquatics.
- Preschool: Increased by 5% to account for the part-time Preschool Coordinator
- Platform Tennis: Increase fee by 8%
- Golf: Alignment of fee structure based on daily fees is the goal
- Fitness: Addition of Family rates with increased individual rates of 8%

A motion was made by Commissioner Gronau and seconded by Commissioner Considine to approve the attached 2012 Proposed Budget Fees & Admissions.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

14. OLD BUSINESS

A. 20-Year Capital Replacement & Improvement Plan Citizen Task Force - Approval:

According to the Strategic Plan, an objective focuses on providing dedicated funding for capital projects. On June 20, 2011, The Board approved a policy defining a Task Force and staff recommends forming a Capital Replacement and Improvement Plan Task Force sooner than later.

David Forlow has been recommended by staff to Chair the task force due to his extensive background with Capital Planning and created positive dialogue with Executive Director Salski.

Purpose: The Task Force's purpose is providing long range planning documents that aligns with the Park District Strategic Plan and Comprehensive Master Plan resulting in dedicated funding for capital projects.

A motion was made by Commissioner Hart and seconded by Commissioner Gronau to Formally approve the establishment of the 20 Year Capital Replacement and Improvement Plan Task Force with David Forlow as Chair and the following members: Chris Hamblin, Piet Kruegan, James Moss, David McElvain, France Pitera, Bob Wallace. Rob Douglass, Board Member, and Peter Arnstein, Foundation Trustee, will be liaisons to the Task Force.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

15. WRITTEN COMMUNICATIONS

A. Community Comments

Supplied to Commissioners

B. Correspondence

Supplied to Commissioners

16. VERBAL COMMUNICATIONS

A. Staff:

Rob Foster reported the following:

- Maintenance teams are preparing for winter
- Seasonal layoffs have begun
- New plow truck expected to be delivered in October
- Chess table has been delivered and will be installed

B. Executive Director Report

Executive Director Salski mentioned the following:

- IAPD Legal Symposium is scheduled for Thursday, October 27
- Software training in process
- Staff continues to attend continuing education courses/seminars

C. Aquatic Facility Advisory Committee

Commissioner Douglass mentioned the presentations by the two contractors scheduled in November. Committee is anxiously awaiting recommendations from the firms.

D. Commissioner Comments:

Commissioner Considine indicated the Sunrise Park & Beach Advisory Committee survey has had 639 responses to date.

E. President's Report

President Nickels thanked the Commissioners and Staff for really getting after some of the key objectives in 2011. He outlined the following as examples: Aquatic Facility study, Beach survey, and the Incode financial software.

17. 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. 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, Gronau, Hart, President Nickels

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

Executive Session began at 7:52 p.m.

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Ehrhard, McKendry

Executive Session ended at 8:00 p.m.

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

19. ADJOURNMENT

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner Douglass to adjourn the meeting at 8:02 p.m. The motion carried by unanimous vote.

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