

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
APRIL 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), Janice Schnobrich

**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, McKendry, Nickels, Gronau

**3. APPROVAL OF AGENDA:**

A motion was made by Commissioner Hart and seconded by Commissioner Considine to approve the agenda of April 18, 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

**4. STATEMENT OF VISITORS:** None

**5. APPROVAL OF MINUTES: March 21 Public Hearing**

A motion was made by Commissioner Hart and seconded by Commissioner Considine to approve the minutes of March 21, 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

**6. APPROVAL OF MINUTES: March 21 Regular Board**

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the minutes of March 21, 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: April 4 Committee of the Whole**  
A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the minutes of April 4, 2011 as presented.

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

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

8. **APPROVAL OF MINUTES: April 13 Special Administration & Finance Committee**  
A motion was made by Commissioner Considine and seconded by Commissioner Hart to approve the minutes of April 13, 2011 as presented.

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

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

9. **APPROVAL OF MINUTES: April 15 Golf Committee**  
A motion was made by Commissioner Douglass and seconded by Commissioner Hart to approve the minutes of April 15, 2011 as presented.

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

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

10. **CONSENT AGENDA**  
**Approve Invoice Schedule: Period Ending April 1 & 18, 2011**  
A motion was made by Commissioner Hart and seconded by Commissioner Considine to approve the bills payable schedules for April 1 and April 18, 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	\$ 16,580.12
RECREATION FUND	\$ 16,195.18
LIABILITY INSURANCE FUND	\$ 958.80
SPECIAL RECREATION FUND	\$ 100.00
PADDLE TENNIS	\$ 905.52
GOLF COURSE FUND	\$ 39,177.34
FITNESS CENTER	\$ 5,886.06
FOR A TOTAL OF:	\$ 79,803.02

GENERAL FUND	\$ 3,836.71
RECREATION FUND	\$ 4,892.40
PADDLE TENNIS FUND	\$ 1,027.00
GOLF COURSE FUND	\$ 8,953.56
SWIMMING POOL FUND	\$ 60.00
FITNESS CENTER FUND	\$ 4,067.93
MASTER PLAN / CAPITAL FUND	\$ 210.00
BEACH CONSTRUCTION FUND	\$ 903.75
FOR A TOTAL OF:	\$ 23,951.35

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

**11. FINANCE**

**A. March 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 March 31, was \$556,467.09. As of April 14, the Park District has \$613,614.94 in cash.

The Bookkeeper made adjustments of \$42,943.57 after reconciling December 2010; these adjustments were related to purchase cards. Tax dollars will begin to be received in May – the amount budgeted is the actual amount to be received.

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

A motion was made by Commissioner Considine and seconded by Commissioner Nickels to ratify the Purchase Card payment of \$22,889.68.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**12. NEW BUSINESS**

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

Pursuant to 70 ILCS 1205/8-22, the Lake Bluff Park District must pass an ordinance to dispose of property it deems to be of no use to the Agency. Traditionally, the District has deemed that it is in the best interest to sell or convey the property via trade-in or auction. If the property cannot be auctioned or traded-in, the District will dispose of it in the most economical method possible.

A motion was made by Commissioner Considine and seconded by Commissioner Hart to approve Ordinance 2011-F: 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

B. Resolution 2011-A: Cardio Equipment Lease

At the March 21 Regular Board meeting, the Board of Commissioners authorized the Executive Director to enter into an agreement to purchase cardio equipment from Direct Fitness Solutions at a lease cost of \$2,398.13 per month for 36 months. The Park District Attorneys recommend the District pass a Resolution, according to Section 8-13 of the Park District Code, entering into a lease for a period not to exceed five years.

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to pass Resolution No. 2011-A: authorizing the Executive Director to execute and deliver the equipment lease agreement with Kansas State Bank of Manhattan and any related documents necessary to the consummation of the transaction contemplated by the equipment lease agreement.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

C. Resolution No. 2011-B: Spin Bike Lease

At the March 21 Regular Board meeting, the Board of Commissioners authorized the Executive Director to enter into an agreement to purchase 15 Spin Bikes from Momentum Fitness at a lease cost of \$452.00 per month for 36 months. The Park District Attorneys recommend the District pass a Resolution, according to Section 8-13 of the Park District Code, entering into a lease for a period not to exceed five years.

A motion was made by Commissioner Considine and seconded by Commissioner Hart to pass Resolution No. 2011-B: authorizing the Executive Director to execute and deliver the equipment lease agreement with Jules and Associates, Inc. and any related documents necessary to the consummation of the transaction contemplated by the equipment lease agreement.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

D. Resolution No. 2011-C: Copy Machine Lease

In 2004, the District bought a copy machine that now has 1,244,000 copies. The frequency of breakdowns has increased dramatically in the last year. The Park District budgeted to lease a “new” copier. Staff recommends leasing a Canon IR Advance C5051 with a \$1 buyout. The monthly lease will be \$444 for 36 months. The Park District Attorneys recommend the District pass a Resolution, according to Section 8-13 of the Park District Code, entering into a lease for a period not to exceed five years.

A motion was made by Commissioner Douglass and seconded by Commissioner Considine to pass Resolution No. 2011-C: authorizing the Executive Director to execute and deliver the equipment lease agreement with Gordon Flesch Company, Inc. and any related documents necessary to the consummation of the transaction contemplated by the equipment lease agreement.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

E. Accounting / Financial Software - Approval

The Park District released an RFP on March 2 and interviews were held on March 21 and 22, 2011. Staff requested a revised RFP based on understanding the actual scope of the services required. Software costs with both products are similar; however, the software features of Tyler Technologies are more advanced and dynamic. The Park District budgeted \$40,000 and both software costs are under budget. The Administration and Finance Committee approved a motion to recommend the purchase of Tyler Technologies' Incode software to the full Board for approval.

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 Tyler Technologies purchasing the Incode Financial Applications Software detailed in the proposal and additional detailed costs in the proposal not to exceed \$40,000.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**13. WRITTEN COMMUNICATIONS**

A. Department Reports

Director Rob Foster mentioned the following:

- Rockland Road Landscape project is under way once again – buckthorn will be removed to create vistas in an “X” shape.

Director Dave Peterson mentioned the following:

- Fitness Center memberships are up
- Group X attendance is higher
- Jazzercise: offering 7pm classes on Tuesday/Thursday
- Weight Watchers doing very well – meetings on Tuesday evenings
- Active Adult program expansion

Executive Director Ron Salski mentioned the following:

- RFQ for the Aquatic Facility were sent to 22 firms on April 12
- Sikich will assign Dan Berg, CPA to assist the Park District. Dan will present the May Treasurer’s report at the June Regular Board meeting.
- Audit is in process
- Libertyville: Memorandum of Understanding is in process

B. Community Comments

Supplied to Commissioners

C. Correspondence

Supplied to Commissioners

**14. VERBAL COMMUNICATIONS**

A. Staff:

Dave Peterson reported the following:

- Easter egg hunt will be held Saturday, April 23
- Eric Moran has been hired as the Racquet Sports Manager
- 10 year anniversary will be held Saturday, May 7 from 10:00 a.m. – 1:00 p.m.
- Baytree Bank will no longer sponsor Bluffinia – cost impact \$8,500

B. Executive Director Report

- Ft. Sheridan decision is expected by June 14
- Garden Club: waiting to hear about a potential grant opportunity
- Fuel Storage Tank: State Representative Karen May letter requesting assistance in expediting reimbursement by the Illinois EPA
- Village Grill agreement has been finalized with the Appendix (equipment) completed

C. Park Foundation (FLBPDF): Meeting scheduled for April 25, 2011

D. Administration & Finance Committee: No report

E. Future Planning Committee: Preliminary questionnaire to be completed prior to June 13, 2011 meeting.

F. Golf Committee: A first “weekend” golf outing has been booked – staff will monitor the results.

G. Paddle Committee: Eric Moran was hired to fill the vacancy. Tennis starts in May.

H. Parks, Recreation Programs & Facilities Committee: Meeting in May to review summer program registration.

I. Tri-Advisory & Intergovernmental Committee: No report

J. President’s Report: Verbal election of President and Vice President based on nominations from the Board at the May meeting.

**15. EXECUTIVE SESSION**

A motion was made by Commissioner Ehrhard, and seconded by Commissioner Douglass 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 7:57 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 8:05 p.m.

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

A motion was made by Commissioner Considine and seconded by Commissioner Nickels to approve the items discussed in Executive Session pertaining to the Executive Director's employment contract and 2% merit increase.

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

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

**Nays:** None

**Abstain:** None

**Absent:** None

**17. ADJOURNMENT**

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner Considine to adjourn the meeting at 8:07 p.m. The motion carried by unanimous vote.

Approved this 16th day of May 2011  
Board of Commissioners  
Lake Bluff Park District