

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
DECEMBER 12, 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), Geoff Surkamer, Lisa Whittington

1. CALL TO ORDER:

President Nickels called the meeting to order at 6:35 p.m.

2. ROLL CALL:

The following Commissioners were present when the roll was called:
Commissioners: Considine, Douglass, Ehrhard, McKendry, President Nickels
Commissioners Gronau and Hart were absent with prior notice.

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Considine and seconded by Commissioner McKendry to approve the agenda of December 12, 2011 as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Gronau, Hart

4. STATEMENT OF VISITORS: Lisa Whittington presented an appeal to the Board to change the financial aid policy to include memberships.

5. APPROVAL OF MINUTES: November 21 Finance, Administration & Future Planning Meeting

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the minutes of November 21, 2011 as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Gronau, Hart

6. APPROVAL OF MINUTES: November 21 Regular Board

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

On the roll call, the vote was as follows:

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

7. APPROVAL OF MINUTES: November 30 Aquatic Facility Advisory

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve the minutes of November 30, 2011 as presented.

On the roll call, the vote was as follows:

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

8. APPROVAL OF MINUTES: December 5 Committee of the Whole

A motion was made by Commissioner Ehrhard and seconded by Commissioner Considine to approve the minutes of December 5, 2011 as presented.

On the roll call, the vote was as follows:

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

9. CONSENT AGENDA

Approve Invoice Schedule: Period Ending December 1 & 12, 2011

A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to approve the bills payable schedule for December 1 & 12 in the following amounts.

On the roll call, the vote was as follows:

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

GENERAL FUND	\$ 11,021.38
RECREATION FUND	\$ 14,370.42
PADDLE TENNIS	\$ 1,643.82
GOLF COURSE FUND	\$ 13,193.41
FITNESS CENTER	\$ 2,036.51
FOR A TOTAL OF:	\$ 42,265.54

GENERAL FUND	\$ 12,064.75
RECREATION FUND	\$ 14,946.01
PADDLE TENNIS	\$ 1,874.37
GOLF COURSE FUND	\$ 3,116.81
FITNESS CENTER	\$ 290.18
MASTER PLAN / CAPITAL PLAN	\$ 120.04
FOR A TOTAL OF:	\$ 32,412.16

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, McKendry, President Nickels

Nays: None

Abstain: None

Absent: Gronau, Hart

10. FINANCE

A. November Treasurer Report

Executive Director Salski indicated the overall cash balance as of November 30 was \$1,261,615.24. As of December 12, the Park District has \$1,253,078.15 in cash.

Rob Foster indicated the year-end Parks Maintenance expenses are projected to be approximately \$12,000 under budget.

Budget line items highlighted:

- Tree care is over budget by \$15,000 due to the three wind storms.
- Under budget areas include salary payroll, equipment repair and baseball supply.

Dave Peterson highlighted the following:

- Pool: Fund shows a refund of \$1,700 to the Navel base due to unused pre-paid admissions
- Recreation: Fund shows higher costs due to the reclassification of salaries
- Fitness: Fund shows higher purchased services dollars due to the lease payment for equipment
- Paddle Tennis revenues are on pace to exceed budget

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, McKendry, President Nickels

Nays: None

Abstain: None

Absent: Gronau, Hart

B. Purchase Cards – Ratification

A motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to ratify the Purchase Card payment of \$22,090.99.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Gronau, Hart

11. NEW BUSINESS / ACTION ITEMS

A. Sunrise Beach:

Geoff Surkamer, Chair of the Sunrise Park and Beach Advisory Committee presented information of the progress of the Committee and the process used for interpreting the survey results.

B. Ordinance 2011-M: Tax Levy Ordinance

At the Regular Board Meeting of November 21, 2011 the Board voted unanimously not to increase the 2011 Tax Levy from the 2010 Tax Levy provided by the County.

A motion was made by Commissioner Considine and seconded by Commissioner Ehrhard to approve Ordinance 2011-M: an Ordinance for the Levy and Assessment of Taxes for the 2011 Tax Levy of the Lake Bluff Park District of Lake County, Illinois in the amount of \$2,428,964.18

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Gronau, Hart

C. Approve 2012 Proposed Budget

The Board has discussed the proposed budget on November 14 & 21 and December 5. This budget represents the Park District's fiscal priorities and provides a more accurate picture of the operations.

A motion was made by Commissioner Douglass and seconded by Commissioner Considine to approve the 2012 Proposed Budget.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Gronau, Hart

D. Approve Resolution 2011-I; 2012 Regular & Committee of the Whole Meeting Dates:

Per Park District Code, the Park District is required to approve a Resolution stating the Regular Board and Committee of the Whole meeting dates for 2012. Meetings can be cancelled or revised upon the Board's request.

A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to approve Resolution 2011-I; 2012 Regular Meeting Dates and Committee of the Whole Meeting Dates.

On the roll call, the vote was as follows:

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

E. Approve Auditor: Lauterbach and Amen, LLP:

Four firms initially submitted a Request for Proposal and were interviewed by the Finance, Administration and Future Planning Committee. Two of these firms were sent a revised Request for Proposal. After further review, the Committee and Executive Director Salski agreed Lauterbach and Amen, LLP would best fit the Lake Bluff Park District as their firm has extensive experience with Park Districts and governmental agencies including North Shore and surrounding communities.

President Nickels issued a public thank you to Milburn & Cain for their years of service as auditors to the Lake Bluff Park District.

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to approve and authorize the Executive Director to sign a three year Auditing agreement with Lauterbach and Amen, LLP with the details listed in the agreement.

On the roll call, the vote was as follows:

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

F. Accept Aquatic Facility Reports: SRBL Architects and StudioGC Architecture

Per the Request for Proposal, the two firms are required to complete a final report for the Board. Commissioners all received a copy of the reports for review.

A motion was made by Commissioner Douglass and seconded by Commissioner Considine to accept the final report from SRBL Architects and StudioGC Architecture.

On the roll call, the vote was as follows:

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

12. WRITTEN COMMUNICATIONS

A. Community Comments

Supplied to Commissioners

B. Correspondence

Supplied to Commissioners

13. VERBAL COMMUNICATIONS

A. Staff:

Dave Peterson reported the District has just completed the third year of a three year special use permit for the tent on the facility grounds. Staff will be approaching the Zoning Board of Appeals in January for permission for another three year special use permit. Staff will bid out the tent rental to insure a competitive price for the District.

Rob Foster indicated that staff has been attending continuing education classes; two employees attended a Basic Pruning class while Noah Mach received his Playground safety Inspectors Certification. Park staff has flooded the Artesian Park ice rink.

B. Executive Director Report:

Executive Director Salski indicated the financial software installation is complete and systems are in balance. Staff will run both systems simultaneously. For the record, the Park District did not use the services of Chuck Trongnetpanya as a Project Manager and he was not paid by the Park District for any minimal volunteer advice. Executive Director Salski believed in-house staff could manage the project and training. Staff will continue training.

Executive Director Salski thanked staff for the effort put forth in 2011.

C. Finance, Administration & Future Planning Board: None

D. Aquatic Facility Board Advisory Committee: Recent pool meeting was successful.

E: 20 Year Capital Plan Citizen Task Force:

Commissioner Douglass indicated that David Forlow, Chair of the Committee, will give an update to the Board in the first quarter of 2012.

F: Friends of the Lake Bluff Park District Foundation (FLBPDF): None

G. Commissioner Comments:

Commissioner Considine indicated he feels that again, we are wrapping up another good year. For golf, it was an awesome recovery after a hard spring.

H. President's Report:

President Nickels thanked the Park District patrons who use the facility throughout the year.

He acknowledged the time and energy of fellow Board members; the volunteer work you do during the year is greatly appreciated.

He also thanked Ron and staff who care for the parks & facilities as well as those who run the programs.

2011 was a year of getting ready; new committees were formed to assist in the betterment of the Park District as a whole.

14. EXECUTIVE SESSION

A motion was made by Commissioner Considine, and seconded by Commissioner McKendry 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, McKendry, President Nickels

Nays: None

Abstain: None

Absent: Gronau, Hart

Executive Session began at 8:03 p.m.

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Gronau, Hart

Executive Session ended at 8:09 p.m.

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

A motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to approve the Settlement Agreement details in Executive Session and to authorize the Executive Director to approve the settlement on the Board's behalf as discussed in Executive session.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Gronau, Hart

16. ADJOURNMENT

There being no further business, a motion was made by Commissioner Gronau and seconded by Commissioner Considine to adjourn the meeting at 8:10 p.m. The motion carried by unanimous vote.

Approved this 23rd day of January 2012
Board of Commissioners
Lake Bluff Park District