

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF COMMITTEE OF THE WHOLE MEETING  
SEPTEMBER 10, 2012**

The Committee of the Whole 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, Jeff Spillman (Recreation Services Manager), Chris Piskule, Robin Lakatse, Kim Hartigan, Sue Bro, Cindy Rogna, Jill Zoul, Evelyn Tribbs, Diane Saciu, Irene Bacecicius, Beth Sanchez, Marisa Codi, Lynn Sidman, Beth Pestka, Mary Pasquesi, Debbie DeJean, Lisa Barra, Colleen Vedral, Denny Wahlund, Susan Petrella

**1. CALL TO ORDER:**

President Considine called the meeting to order at 6:30 p.m.

**2. ROLL CALL:**

The following Commissioners were present when the roll was called:

Commissioners: Douglass, Ehrhard, Gronau, President Considine

Commissioner Hart arrived at 6:32 p.m.

Commissioner McKendry arrived at 7:28 p.m.

**3. APPROVAL OF AGENDA:**

A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to approve the agenda of September 10, 2012 as amended: Remove items – C. Fund Balance Policy and D. Capital Asset Policy and move item F. Jazzercise – 2013 Agreement to the top of the agenda.

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

**Ayes:** Douglass, Ehrhard, Gronau, Hart, President Considine

**Nays:** None

**Abstain:** None

**Absent:** McKendry

**4. STATEMENT OF VISITORS:** None

## 5. DISCUSSION / ACTION ITEMS

### A. Jazzercise 2013 Agreement

Executive Director Salski reviewed two options in regards to the rental rates for the 2013 Jazzercise Contract. Staff recommends Option 2 – Rental Rate and specifically \$25 per class with additional amendments to the agreement.

#### Option 1: Split Percentage to District

Year 1: 30%

Year 2: 35%

Year 3: 40%

#### Option 2: Rental Rate

Year 1: \$20

Year 2: \$25

Year 3: \$30

Seven participants and the Jazzercise franchise owner spoke in support of Jazzercise continuing as is without any changes to the current contract.

The discussion will be sent back to the Facilities and Programs Committee for further review.

### B. Communications and Promotions Inventory - Update

According to the Strategic Plan document, staff is responsible for meeting two initiatives within a specific objective which are stated below:

- Develop a Promotions and Communications Plan
- Review the need for the allocation of labor resources toward a dedicated marketing and communications staff person or contractor.

Staff spent two months gathering data indicating how much time is allocated to the development and implementation of District website, forms, newsletters, brochures, etc. Jeff Spillman (Recreation Services Manager) spends more than 50% of his monthly time assisting in these areas. Jeff has been willing to increase his responsibility to achieve the Park District's mission statement by managing the promotions and communications.

Next steps include:

- Utilizing a Consultant for 4-5 hours to outline any potential opportunities for promoting and/or communicating effectively and assisting with a Promotions and Communications Plan.
- Evaluation of potential personnel and/or contractual costs to meet the promotions and communications demands and outline a plan during the 2013 Proposed Budget discussion.

### C. Strategic Plan Update

As outlined in the Strategic Plan document (pg. 16-17) the Park Board of Commissioners should review the Strategic Plan progress on a quarterly basis. The Committee of the Whole did not meet in July or August and Executive Director Salski reviewed progress to date.

#### D. 2012 Tax Levy for the 2013 Proposed Budget Discussion

The 2013 Proposed Budget process has started and the tax levy is an important component to developing a budget. The most important discussion is whether to capture the C.P.I. each year and whether to increase/decrease the Special Recreation Fund levy amount.

Last year the tax was abated due to staff not being able to provide an effective plan with how best to utilize the additional monies.

Three options were outlined and discussed:

Option 1:

- Approve the tax levy with C.P.I, 3% increase
- Approve the Special Recreation fund to allocate \$.04 for the Transition Plan
- Approve 2013 Proposed Budget with C.P.I. increase but a secondary budget is developed without C.P.I.
- In January/February, Board and staff discuss 2013 Tax Levy allowable C.P.I. increase
- Board to decide whether to abate none, some or all 2012 Tax Levy C.P.I., 3%, based on 2013 Tax Levy C.P.I.
- If abating some or all 2012 Tax Levy C.P.I., amend 2013 Proposed Budget to reflect revisions
- Approve a Special Recreation levy to \$.04

Option 2:

- Approve the tax levy without C.P.I. increase
- Approve 2013 Proposed Budget without C.P.I.
- Approve 2013 Proposed Budget without Special Recreation Fund increase

Option 3:

- Approve the tax levy with a lesser amount than C.P.I.
- Approve 2013 Proposed Budget with a lesser amount than C.P.I.
- Approve 2013 Proposed Budget with a lesser Special Recreation Fund increase.

#### E. Golf Clubhouse – Engineering Study

The 20 Year Capital Plan Task Force has identified a significant expense associated with the Golf Clubhouse. Executive Director Salski recommends hiring a reputable Engineering Firm, W-T Engineering, within a reasonable expense, \$4,000 to \$7,000 to outline potential solutions for immediate repairs.

#### F. Crisis Management Plan

During the Audit Process, PDRMA recommended the Park District adopt a Crisis Management Plan. The plan is an important document outlining procedures for the Board and staff when handling a crisis.

### **6. VERBAL COMMUNICATIONS**

- A. Executive Director - None
- B. Board President - None

**7. ADJOURNMENT**

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to adjourn the meeting at 7:55 p.m. The motion carried by unanimous vote.

Approved this 17th day of September 2012  
Board of Commissioners  
Lake Bluff Park District