

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
APRIL 16, 2012**

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), Janice Schnobrich

1. CALL TO ORDER:

President Nickels 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, Ehrhard, Gronau, Hart, President Nickels

Commissioner Douglass arrived at 6:34 p.m.

Commissioner McKendry was absent with prior notice:

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to approve the agenda of April 16, 2012 as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: Douglass, McKendry

4. STATEMENT OF VISITORS: None

5. APPROVAL OF MINUTES: March 19 Public Hearing

A motion was made by Commissioner Ehrhard and seconded by Commissioner Considine to approve the minutes of March 19, 2012 Public Hearing as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Gronau

Nays: None

Abstain: Hart, Nickels

Absent: McKendry

6. APPROVAL OF MINUTES: March 19 Regular Board Meeting

A motion was made by Commissioner Ehrhard and seconded by Commissioner Gronau to approve the minutes of March 19, 2012 as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Gronau

Nays: None

Abstain: Hart, Nickels

Absent: McKendry

7. APPROVAL OF MINUTES: April 2 Committee of the Whole

A motion was made by Commissioner Ehrhard and seconded by Commissioner Considine to approve the minutes of April 2, 2012 as presented.

On the roll call, the vote was as follows:

Ayes: Considine, Douglass, Ehrhard, Gronau

Nays: None

Abstain: Hart, Nickels

Absent: McKendry

8. CONSENT AGENDA

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: McKendry

Approve Invoice Schedule: Period Ending April 1 & 16, 2012

A motion was made by Commissioner Considine and seconded by Commissioner Hart to approve the bills payable schedule for April 1 & 16 in the following amounts.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: McKendry

GENERAL FUND	\$ 4,623.44
RECREATION FUND	\$ 20,774.20
FOR A TOTAL OF:	\$ 25,397.64

GENERAL FUND	\$ 26,404.23
RECREATION FUND	\$ 60,541.45
FOR A TOTAL OF:	\$ 86,945.68

9. FINANCE

A. March and Quarterly Financial Report

Executive Director Salski indicated the total liabilities, equity and surplus as of March 31 was \$604,662.78. As of April 11, the Park District cash balance was \$618,120.20.

Quarterly 2012 revenues were \$680,700 compared to 2011 revenues of \$549,801. Revenues are significantly higher due to earlier registrations.

Quarterly 2012 expenses were \$129,000 higher than 2011 due to the timing of the Tyler Technologies payment, PDRMA Insurance, unemployment costs, the timing of pool debt and the timing of the brochure printing payment.

Year to date net of \$441,879 for 2012 is slightly better than 2011 year to date net of \$442,799.

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to accept the Treasurer's report as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: McKendry

B. Purchase Cards – Ratification

A motion was made by Commissioner Hart and seconded by Commissioner Gronau to ratify the Purchase Card payment of \$18,526.31

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: McKendry

10. NEW BUSINESS

A. Architectural Consulting Group Ltd - Agreement

In January 2011, the Board approved a 2011-14 Strategic Plan with specific initiatives identifying capital needs. In October 2011, the Board adopted language establishing a 20 Year Capital Plan Task Force. During the 2012 budget process, \$16,000 was budgeted for a 20 Year Capital Plan Consulting expense.

A motion was made by Commissioner Considine and seconded by Commissioner Hart to approve the agreement with Architectural Consulting Group, Ltd to complete a 20 Year Capital Replacement Plan which includes a Property Conditions Report and authorize the Executive Director to sign the agreement.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: McKendry

B. Strategic Plan – Revision

A revision to the Strategic Plan Theme of Operational Excellence is requested in order to better meet the needs of the Park District.

Strategic Objective: More Effectively Market Programs and Services would change to:
More effectively Promote and Communicate the Agency, Programs and Services.

Strategic Initiative: Develop a Marketing Plan would change to:
Develop a Promotions and Communications Plan

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to approve the 2011-2014 Strategic Plan revisions.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: McKendry

C. Friends of the Lake Bluff Park District Foundation – Trustee Appointments

Recently the Foundation revised its By-Laws to increase the number of Trustees by including a Park District Board Commissioner and a staff member as Trustees. An additional Board Commissioner will be appointed as liaison.

A motion was made by Commissioner Ehrhard and seconded by Commissioner Considine to appoint the Executive Director and Susan Ehrhard as Friends of the Lake Bluff Park District Foundation Trustees and appoint Rob Douglass as Liaison.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: McKendry

11. WRITTEN COMMUNICATIONS

A. Community Comments

Supplied to Commissioners

B. Correspondence

Supplied to Commissioners

12. VERBAL COMMUNICATIONS

A. Staff:

Ed Heiser mentioned the following:

- Golf course opened on March 16 – earliest since 2008
- A successful Golf Open House was held on March 17.

Rob Foster mentioned the following:

- Golf course will be fully staffed by the end of April
- Parks maintenance will be fully staffed by April 9
- Artesian Park Fieldhouse bathroom hours: Monday-Friday 8am-8pm and Saturday-Sunday 7am-8pm
- Soccer nets will be in place soon

Dave Peterson mentioned the following:

- Easter events: Flashlight egg hunt for older children was attended by 100 children and the younger children's egg hunt on Saturday, April 7 was attended by nearly 200
- Skate Park: a new piece of equipment is being purchased – a prefabricated grind box and plans are to have skateboard lessons at the Park District.
- Swim club agreements with both Scout Aquatics and the Lake Forest Swim Club are almost finalized. Scouts will increase times used while the Lake Forest Swim Club will remain the same as previous years

Tami Zylka mentioned the following:

- Free Healthy Lifestyle lecture Thursday, April 26 hosted by Prevention Chicago.
- Molly Harper's role will be changing slightly, she will be the Healthy Lifestyles and Group X coordinator.

B. Executive Director Report:

Executive Director Salski indicated the following:

- IAPD Legislative Conference is May 1, 2012
- ADA Transition Plan meeting will be held April 17
- Strategic Plan – working towards meeting goals
- Tax Levy: will receive \$18,000 more than budgeted
- Sikich will be assisting staff every month for 3 hours
- May 6 Committee of the Whole meeting will be cancelled
- Compliments to all staff on a job well done through the first quarter

C. Sunrise Park & Beach Citizen Advisory Committee: None

D. Finance, Administration & Future Planning Committee: May meeting is scheduled to review the Personnel Policy Manual with the Auditor and Attorney.

E. Beach & Parks Committee: May meeting scheduled with Hitchcock design to discuss cost estimates.

F. 20 Year Capital Plan Citizen Task Force: Task force is digesting the plan. The executive summary will be given to the Board at the May meeting.

G. Friends of the Lake Bluff Park District: New Trustees are in place and the Strategic Plan is completed. No fundraising event will be held in 2012.

H. Commissioner Comments: More Commissioners used the electronic board packet this month. Cost savings is approximately \$50 per meeting.

I. President's Report: The Park District staff and Commissioners have been busy while I was away. Thank you to the community for being engaged, taking advantage of the great parks and facilities of the Park District, and having a good time.

13. EXECUTIVE SESSION

A motion was made by Commissioner Considine, 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).

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: McKendry

Executive Session began at 7:48 p.m.

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: McKendry

Executive Session ended at 7:53 p.m.

A motion was made by Commissioner Considine and seconded by Commissioner Ehrhard to conclude the regular meeting.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: McKendry

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

15. ADJOURNMENT

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to adjourn the meeting at 7:54 p.m. The motion carried by unanimous vote.

Respectfully submitted,

Approved this 21st day of May 2012
Board of Commissioners
Lake Bluff Park District