

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
DECEMBER 10, 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), Janice Schnobrich, Sandy Hart

**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 McKendry arrived at 6:32 p.m.

Commissioner Wallace arrived at 6:31 p.m.

**3. APPROVAL OF AGENDA:**

A motion was made by Commissioner Ehrhard and seconded by Commissioner Gronau to approve the agenda of December 10, 2012 as presented.

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

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

**Nays:** None

**Abstain:** None

**Absent:** McKendry, Wallace

**4. STATEMENT OF VISITORS:** None

**5. APPROVAL OF MINUTES: November 19 Regular Board Meeting**

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

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

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

**Nays:** None

**Abstain:** None

**Absent:** McKendry

**6. APPROVAL OF MINUTES: November 19 Special Meeting**

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

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

**Ayes:** Douglass, Ehrhard, Gronau, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

**7. ACKNOWLEDGEMENT OF BOARD SERVICE**

Executive Director and the Board of Commissioners recognized Sandy Hart for her years of service to the Lake Bluff Park District.

**8. APPOINTMENT OF BOARD SEAT**

A motion was made by Commissioner Gronau and seconded by Commissioner McKendry to appoint Brock Gordon to fill the vacancy of Sandy Hart until May 2013.

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

**Ayes:** Douglass, Ehrhard, Gronau, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

**9. ADMINISTER OATH OF OFFICE**

New Commissioner Brock Gordon was administered the oath of office. Welcome Brock.

**10. CONSENT AGENDA**

A motion was made by Commissioner Ehrhard 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:** Douglass, Ehrhard, Gordon, Gronau, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

**Approve Invoice Schedule: Period Ending December 5, 2012**

A motion was made by Commissioner Gronau and seconded by Commissioner Douglass to approve the bills payable schedule for December 5 in the following amounts.

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

**Ayes:** Douglass, Ehrhard, Gordon, Gronau, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

GENERAL FUND	\$8,691.66
RECREATION FUND	\$25,606.08
FOR A TOTAL OF:	\$34,297.74

**11. FINANCE**

**A. November and YTD Financial Report**

Executive Director Salski indicated the total liabilities, equity and surplus as of November 30 was \$1,436,527.

- Compared to 2011, YTD revenues are \$327,409, favorable.
- Compared to 2011, YTD expenses are \$239,165, unfavorable.
- Compared to 2011, YTD net is \$88,244, favorable.

Staff gave the following reports:

- Park Maintenance: YTD expenses approximately \$3,700 under budget
- Golf Maintenance: YTD activity shows expenses approximately \$6,796 over budget.
- Recreation Fund: Program revenue through November 30 is up 18% from budget.
- Paddle: Membership revenue is up 30% from YTD budget while lesson revenue is up 117% due to timing of payments.
- Fitness Center: Revenues are approximately \$36,000 over budget while expenses are approximately \$30,000 below budget.

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

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

**Ayes:** Douglass, Ehrhard, Gordon, Gronau, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

**B. Purchase Cards – Ratification**

A motion was made by Commissioner McKendry and seconded by Commissioner Douglass to ratify the Purchase Card payment of \$29,422.69.

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

**Ayes:** Douglass, Ehrhard, Gordon, Gronau, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

## 12. OLD BUSINESS / ACTION ITEMS

### A. Proposed Budget – Discussions

During multiple budget meetings the following items needed further review and Board consensus:

- Aquatic Facility: Lake Forest Swim Club Rental Fee - \$67 per hour
- Recreation Programs: Dance Fee – No change to original budget proposal of \$14.39 per class
- Health & Fitness Center: Household Memberships – Discounts at 5–8–10 % for multiple members to stay aligned with the Senior Couple discount.
- Park Maintenance: Seasonal Position – approved
- Administration Discussions:
  - Health Insurance – Park District increase of 4-5%, with employee paying 20% of premium
  - Merit Increases – Increase to 3% from proposed 2.5% in proposed budget
  - Other Funds –
    - Audit: No changes
    - Social Security: No changes
    - IMRF: Redistributed tax levy
    - Special recreation: Paddle Club ADA projects
    - Liability: Increased unemployment costs
    - Debt Service: Central location for debt payments and proceeds
    - Master Plan: Includes funding for Park and Facility analysis
    - Capital Fund: Scoring system for determining priority; this will be discussed at a Board retreat
- 2013 Target Budget: An additional \$164,678 of revenue could be generated with the 2013 Target Budget.

## 13. NEW BUSINESS / ACTION ITEMS

### A. Ordinance 2012-G Tax Levy Ordinance - Approval

The Tax Levy was discussed during budget and Regular Board meetings in October. The Board agreed to increase the tax levy. The Park District must file the tax levy document no later than the last Tuesday in December.

A motion was made by Commissioner Ehrhard and seconded by Commissioner Gronau to approve Ordinance 2012-G, an Ordinance for the Levy and Assessment of Taxes for the 2012 Tax Levy of the Lake Bluff Park District of Lake County, Illinois in the amount of \$2,553,778.85.

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

**Ayes:** Douglass, Ehrhard, Gordon, Gronau, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

### B. Budget Approval

The Board has discussed the 2013 Proposed Budget on November 15 & 19 and December 10. The budget represents the Park District's fiscal priorities and provides a more accurate picture of the operations. The 2013 Proposed Budget is in compliance with the provisions of the Park District Code.

A motion was made by Commissioner Gronau, seconded by Commissioner Ehrhard to approve the 2013 Budget, \$5,636,865, as proposed by staff and discussed during three meetings.

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

**Ayes:** Douglass, Ehrhard, Gordon, Gronau, Hart, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

### C. Resolution 2012-C – 2013 Regular Board and Committee of the Whole Meeting Dates – Approval

Per Park District Code, a Resolution must be approved stating the Regular and Committee of the Whole meeting dates for 2013.

A motion was made by Commissioner Douglass and seconded by Commissioner McKendry to approve Resolution 2012-C, 2013 Regular Meeting Dates and Committee of the Whole Meeting Dates with the corrections as outlined by Executive Director, Ron Salski.

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

**Ayes:** Douglass, Ehrhard, Gordon, Gronau, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

### D. Lake Bluff Golf Club Concession Agreement - Approval

Since 2000, Kenny Karnazes, Bluffingtons, has operated the Village Grille and staff has been generally pleased with the level of service and products available. Minor changes were made to the 2013 agreement.

A motion was made by Commissioner Gronau and seconded by Commissioner McKendry to approve The Concession Agreement as presented between Bluffingtons and the Lake Bluff Park District for the continuation of the Village Grille Concessions at the Lake Bluff Golf Club for 2013.

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

**Ayes:** Douglass, Ehrhard, Gordon, Gronau, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

**14. WRITTEN COMMUNICATIONS**

A. Community Comments

Supplied to Commissioners

B. Correspondence

Supplied to Commissioners

**15. VERBAL COMMUNICATIONS**

A. Staff:

- Rob Foster reported the ice rink is ready to flood when the weather gets cold.
- Dave Peterson reported Breakfast with Santa was well attended with over 200 attendees, and the Paddle Friday social event have been very successful with 27 attendees.
- Tami Zylka mentioned the success of the Turkey' o' poly contest recently held in November.

B. Executive Director Report:

- PDRMA Mock Audit Score – staff goal was 85% with the actual score of 92%
- Springfield trip meeting with legislators was successful
- Open gym theft incident will be looked into with potential new procedures

C. Finance, Administration & Future Planning Committee: None

D. Beach & Parks Committee: None

E. Programs & Facilities Committee: None

F. 20 Year Capital Plan Citizen Task Force: January discussion/meeting

G. Sunrise Park & Beach Advisory Committee: Community Forum was held with great attendance and feedback. One additional meeting will be held in January.

H. Friends of the Lake Bluff Park District: Launch of new website will be coming soon; it is fantastic and will include capital options.

I. Commissioner Comments: None

J. President's Report: January Committee of the Whole meeting will be cancelled and a Board retreat will potentially be held on January 21, 2013.

**16. EXECUTIVE SESSION**

A motion was made by Commissioner Ehrhard, 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. Appointment, employment, compensation, discipline, performance, or dismissal of an employee, pursuant to Section 2 (c) (1) 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, per ILCS 120/2 (c) (11).

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

**Ayes:** Douglass, Ehrhard, Gordon, Gronau, McKendry, Wallace, President Considine

**Nays:** None

**Abstain:** None

**Absent:** None

Executive Session began at 8:29 p.m.

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

**On the roll call, the vote was ALL IN FAVOR.**

Executive Session ended at 8:50 p.m.

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

**18. ADJOURNMENT**

There being no further business, a motion was made by Commissioner Douglass and seconded by Commissioner Wallace to adjourn the meeting at 8:50 p.m. The motion carried by unanimous vote.

Approved this 28th day of January 2013  
Board of Commissioners  
Lake Bluff Park District