

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
MAY 21, 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, John McIntosh, Ron Amen (Lauterbach and Amen, LLP) Scott Puma (Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer), Tom Zordan (Architectural Consulting Group, Ltd), David Forlow, Eric Moran, Wendy Beaver, Bruce Reid, Dan Winter

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, Douglass, Ehrhard, Gronau, Hart, McKendry, President Nickels

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to approve the agenda of May 21, 2012 as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

4. STATEMENT OF VISITORS: None

5. APPROVAL OF MINUTES: April 16 Regular Board Meeting

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: Douglass, McKendry

Absent: None

6. APPROVAL OF MINUTES: May 14 Facilities & Programs

A motion was made by Commissioner Gronau and seconded by Commissioner Ehrhard to approve the minutes of May 14, 2012 as presented.

On the roll call, the vote was as follows:

Ayes: Ehrhard, Gronau

Nays: None

Abstain: None

Absent: None

7. APPROVAL OF MINUTES: May 14 Finance, Administration & Future Planning

A motion was made by Commissioner Considine and seconded by Commissioner Nickels to approve the minutes of May 14, 2012 as presented.

On the roll call, the vote was as follows:

Ayes: Considine, President Nickels

Nays: None

Abstain: None

Absent: None

8. UNFINISHED BUSINESS

A. Business of the 2011-2012 Board

President Nickels declared the business of the 2011-2012 Board of Commissioners complete.

9. NEW BUSINESS / ACTION ITEMS

A. Call to Order of the 2012-2013 Board

The business for 2012-2013 will begin. Secretary Salski calls the 2012-2013 Board to order.

B. Roll Call

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

C. Nomination/Election of President:

A motion was made by Commissioner Ehrhard and seconded by Commissioner Hart to have Commissioner Nickels continue to serve as President of the Board of Park Commissioners for the 2012-2013 year.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

D. Election of Vice President:

A motion was made by Commissioner Considine and seconded by Commissioner Douglass to cast Commissioner Hart to serve as Vice President of the Board of Park Commissioners for the 2012-2013 year.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

E. Advisory Appointments:

Legal Counsel: Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

Treasurer: Kevin Considine

Secretary to the Board: Ron Salski

Alternate Secretary to the Board: Dave Peterson

NSSRA/ADA Representative: Ron Salski

Alternate NSSRA/ADA Representative: Dave Peterson

A motion was made by Commissioner Gronau and seconded by Commissioner Hart to accept and ratify the appointments for the 2012-2013 year.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

F. Committee Appointments:

Finance, Administration & Future Planning: Kevin Considine, Chair and Sandy Hart

Beach & Parks: Rob Douglass, Chair and Kauri McKendry

Facilities & Programs: Kurt Gronau, Chair and Susan Ehrhard

Tri-Advisory & Intergovernmental: Doug Nickels, Chair and Sandy Hart

Friends of LBPDFoundation: Susan Ehrhard, Trustee and Rob Douglass, Liaison

Sunrise Park & Beach Citizen Advisory: Kevin Considine, Ex-Officio Member

Twenty Year Capital Replacement Plan Citizen Task Force: Rob Douglass, Ex-Officio Member

A motion was made by Commissioner Hart and seconded by Commissioner Gronau to accept and ratify the appointments for the 2012-2013 year.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

G. Audit Report for Fiscal Year Ending December 31, 2011

Ron Amen, Lauterbach and Amen, LLP presented the audit report for the year ending December 31, 2011. The audit was previously presented and accepted by the Finance, Administration and Future Planning Committee.

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to accept the audit report submitted by the District’s auditor, Lauterbach and Amen, LLP, for the fiscal year ending December 31, 2011.

On the roll call, the vote was as follows:

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

H. 20 Year Capital Replacement Plan

Tom Zordan, Architectural Consulting Group, Ltd. presented a draft of the 20 year capital plan. David Forlow, Task Force Chair, mentioned the responsibilities of the task force are almost completed, all data has been gathered and a document has been created.

I. Paddle Tennis – Friends of the Fourth Court

Wendy Beaver and Dan Winter presented an outline for fundraising for a fourth paddle court. They are seeking approval from the Park District to begin their fundraising campaign in conjunction with the Foundation.

J. Paddle Tennis - 2012/2013 Pricing

The Facilities & Programs Committee met in May to discuss paddle membership price increases. Committee and staff recommend increasing rate for the 2012-2013 season by 10% with a minimum 3% increase each year moving forward.

	<u>Resident</u>	<u>Non-Resident</u>
Individual:	\$440	\$495
Youth:	\$165	\$192
Senior:	\$385	\$440
Limited:	\$247	\$275

Court rental rates for 2012/2013 will be \$30 for residents and \$40 for non-residents.

A motion was made by Commissioner Gronau and seconded by Commissioner Ehrhard to accept the membership and court rental fee structure above effective for the 2012/2013 paddle season.

On the roll call, the vote was as follows:

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

K. Personal Policy Manual

The Personnel Policy Manual has been under review since 2008, with PDRMA's recommendation it has been rewritten and is now more current with existing laws and the Park District mission. The Finance, Administration and Future Planning Committee reviewed the document with Attorney, Sara Leitenberger.

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to approve the revised Personnel Policy Manual dated May 21, 2012.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

L. Safety Policy Manual

The Park District's Risk Management Agency, PDRMA, requires the Park District to adopt a Safety Policy Manual. Once approved, the Safety Manager will finalize an Emergency Operations Manual to support the Safety Manual.

A motion was made by Commissioner Hart and seconded by Commissioner Gronau to approve the Safety Manual dated May 21, 2012 as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

M. Lake Bluff Yacht Club Agreement

The Beach & Parks Committee met to discuss an Affiliate Agreement between the Lake Bluff Yacht Club and the Lake Bluff Park District. The Agreement's purpose is to allow both organizations the ability to coordinate, integrate and share in community resources (sailboats, safety boats and storage) benefitting the Lake Bluff community.

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to accept the Affiliate Agreement with the Lake Bluff Yacht Club through December 31, 2014 and authorize the Executive Director to execute the aforementioned.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

N. Lake Forest Swim Club Agreement

The Lake Forest Swim Club and the Lake Bluff Park District have reached agreement on 2012 pool rental times and dates.

A motion was made by Commissioner Considine and seconded by Commissioner Gronau to accept the Lake Forest Swim Club agreement for the 2012 summer season.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

O. Scout Aquatics Swim Club Agreement

The Scout Aquatics Swim Club and the Lake Bluff Park District have reached agreement on 2012 pool rental times and dates.

A motion was made by Commissioner Gronau and seconded by Commissioner Considine to accept the Scout Aquatics Swim Club agreement for the 2012 summer season.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

10. CONSENT AGENDA

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

Nays: None

Abstain: None

Absent: None

Approve Invoice Schedule: Period Ending May 1 & 21, 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, McKendry, President Nickels

Nays: None

Abstain: None

Absent: None

GENERAL FUND	\$ 17,573.02
RECREATION FUND	\$ 73,929.10
AUDIT FUND	\$ 12,000.00
FOR A TOTAL OF:	\$103,502.12

GENERAL FUND	\$ 5,550.42
RECREATION FUND	\$ 23,586.43
SPECIAL RECREATION FUND	\$ 1,400.00
LIABILITY FUND	\$ 312.50
FOR A TOTAL OF:	\$ 30,849.35

11. FINANCE

A. April Financial Report

Executive Director Salski indicated the total liabilities, equity and surplus as of April 30 was \$574,376.96. As of May 17, the Park District cash balance was \$607,420.65.

Golf: May revenues are \$78,000 compared to May budget of \$91,000.

Recreation: Pool passes are currently at \$31,000 compared to \$27,000 last year.

Elite Camp has 66 registered compared to 22 registrations last year.

Park & Golf Maintenance: Parks maintenance is \$21,000 under budget.

Golf maintenance is \$15,000 under budget.

Fitness Center: Revenues are slightly higher than budget while expenses are slightly less.

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, McKendry, President Nickels

Nays: None

Abstain: None

Absent: None

B. Purchase Cards – Ratification

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to ratify the Purchase Card payment of \$33,216.51

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

12. WRITTEN COMMUNICATIONS

A. Community Comments

Supplied to Commissioners

B. Correspondence

Supplied to Commissioners

13. VERBAL COMMUNICATIONS

A. Staff:

Rob Foster mentioned the following:

- Park benches will be refinished during the summer.
- Flowers will arrive and be planted this week.
- Beach is groomed Tuesday and Friday.
- Keeping an eye on all ash trees for emerald ash borer.

Dave Peterson mentioned the following:

- High winds over the weekend caused some tent issues.
- Pool and beach staff training will be held over Memorial Day weekend.
- Block party will be held Friday, June 1st. The Park District will provide kids games.
- Camp staff training will be held on Monday, June 11

B. Executive Director Report:

Executive Director Salski indicated the following:

- Slight tent issue over the weekend due to high winds; staff will follow up.

C. Sunrise Park & Beach Citizen Advisory Committee: None

D. Finance, Administration & Future Planning Committee: None

E. Beach & Parks Committee: None

F. 20 Year Capital Plan Citizen Task Force: None

G. Friends of the Lake Bluff Park District: None

H. Commissioner Comments: None

I. President's Report: None

14. EXECUTIVE SESSION

A motion was made by Commissioner Considine, and seconded by Commissioner Hart to move into Executive Session for the following reasons; as amended excluding Section C:

- 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. 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, Gronau, Hart, McKendry, Nickels

Nays: None

Abstain: None

Absent: None

Executive Session began at 8:56 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, Gronau, Hart, McKendry, Nickels

Nays: None

Abstain: None

Absent: None

Executive Session ended at 9:35 p.m.

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

16. ADJOURNMENT

There being no further business, a motion was made by Commissioner Gronau and seconded by Commissioner Douglass to adjourn the meeting at 9:36 p.m. The motion carried by unanimous vote.

Approved this 18th day of June 2012

Board of Commissioners

Lake Bluff Park District