

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
OCTOBER 15, 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: Dave Peterson (Director of Facilities and Recreation Services), Rob Foster (Director of Golf & Park Maintenance), Janice Schnobrich

1. CALL TO ORDER:

President Considine called the meeting to order at 6:31 p.m.

2. ROLL CALL:

The following Commissioners were present when the roll was called:

Commissioners: Douglass, Ehrhard, Gronau, Hart, McKendry, Wallace, President Considine

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to approve the agenda of October 15, 2012 as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

4. STATEMENT OF VISITORS: Janice Schnobrich expressed her thanks to staff for the recent expansion of the Active Adult program.

5. APPROVAL OF MINUTES: September 17 Regular Board Meeting

A motion was made by Commissioner McKendry and seconded by Commissioner Gronau to approve the minutes of September 17, 2012 minutes as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

6. APPROVAL OF MINUTES: September 28 Facilities & Programs Meeting

A motion was made by Commissioner Ehrhard and seconded by Commissioner Gronau to approve the minutes of September 28, 2012 minutes as presented.

On the roll call, the vote was as follows:

Ayes: Ehrhard, Gronau

Nays: None

Abstain: None

Absent: None

7. APPROVAL OF MINUTES: October 1 Beach & Parks Meeting

A motion was made by Commissioner McKendry and seconded by Commissioner Douglass to approve the minutes of October 1, 2012 minutes as presented.

On the roll call, the vote was as follows:

Ayes: Douglass, McKendry

Nays: None

Abstain: None

Absent: None

8. APPROVAL OF MINUTES: October 8 Special Board Meeting

A motion was made by Commissioner Douglass and seconded by Commissioner McKendry to approve the minutes of October 8, 2012 minutes as presented.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

9. 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: Douglass, Ehrhard, Gronau, Hart, McKendry, Wallace, President Considine

Nays: None

Abstain: None

Absent: None

Approve Invoice Schedule: Period Ending October 1 & 15, 2012

A motion was made by Commissioner Gronau and seconded by Commissioner McKendry to approve the bills payable schedule for October 1 & 15 in the following amounts.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

GENERAL FUND	\$ 7,322.56
RECREATION FUND	\$ 39,853.71
FOR A TOTAL OF:	\$ 47,176.27

GENERAL FUND	\$ 4,522.55
RECREATION FUND	\$ 33,332.74
FOR A TOTAL OF:	\$ 37,855.29

10. FINANCE

A. September and YTD Financial Report

Director Peterson indicated the total liabilities, equity and surplus as of September 30 was \$2,082,422.35. As of October 11, the Park District cash balance was \$2,033,536.22

- 2012 YTD Budget vs. YTD Actual: Favorable \$369,256.13
- 2012 YTD Activity Revenues: Favorable \$372,470
- 2012 YTD Activity Expenses: Unfavorable \$7,772

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

B. Purchase Cards – Ratification

A motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to ratify the Purchase Card payment of \$25,645.33.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

11. NEW BUSINESS / ACTION ITEMS

A. Ordinance 2012-E

The Park District issues Annual Rollover Bonds based on non-referendum bond tax dollars. These bonds proposed to be issued are specifically used for the building, maintaining and improving, etc. for the payment of expenses incident thereto.

The Debt Service on the \$3.5 million Recreation Center is approximately \$293.500 annually. The remaining funds will be placed in our Capital Plan Fund or other fund designated by the Board.

A motion was made by Commissioner Ehrhard and seconded by Commissioner Hart to accept Ordinance 2012-E: An ordinance providing for the issue of \$348,000 General Obligation Limited Tax Park Bonds, Series 2012, of the Lake Bluff Park District, Lake County, Illinois for the levy of a direct annual tax to pay the principal of and interest on said bonds.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

B. Fund Balance Policy

Within the 2011 Audit, Lauterbach and Amen, Auditor, recommended the Park District adopt a Fund Balance Policy. A Fund Balance Policy assists in providing financial stability, cash flow for operations and the assurance that the District will be able to respond to emergencies with fiscal strength.

A motion was made by Commissioner Douglass and seconded by Commissioner McKendry to approve the Fund Balance Policy dated October 15, 2012.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

C. Capital Asset Policy

Within the 2011 Audit, Lauterbach and Amen, Auditor, recommended the Park District adopt a Capital Asset Policy. A Capital Asset Policy is a review of the current capitalization amount and estimated useful life and be performed for both financial reporting and stewardship. The Capital Asset Policy should establish standard depreciation methods and useful lives to be applied to specific categories of assets.

A motion was made by Commissioner Hart and seconded by Commissioner Gronau to approve the Capital Asset Policy dated October 15, 2012.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

D. Recreation Center Cleaning Service Bids

The Board of Commissioners reviewed Recreation Center Cleaning Service bids at the October 8 Special Board Meeting. The Board asked staff to consider a multiple year contract with a cleaning service with the anticipation to receive a volume discount.

A motion was made by Commissioner Wallace and seconded by Commissioner McKendry to reject all the bids dated September 12, 2012 and rebid the Recreation Center cleaning services with specifications for a base bid of a two-year lease and alternate bids of one and three year contract with full-time services.

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

E. Village of Lake Bluff – Branding & Marketing Shared Service Initiative

During a recent Tri-Board Intergovernmental meeting, the Village of Lake Bluff outlined their Branding project and asked if the Park District and School District would consider contributing to the project as a shared services effort.

The Park District’s Strategic Plan outlines an initiative specifically for developing a Park District brand. The Village’s project is an excellent community project and offers the Park District an opportunity to capture data and strategies, align with the community’s views, meet a large portion of the Strategic Initiative, and become a shared partner in a valuable community project.

A motion was made by Commissioner Douglass and seconded by Commissioner McKendry to approve the shared services branding project with the Village of Lake Bluff by allocating \$9,750 with disbursements, outlined in the memorandum, to the Village of Lake Bluff.

On the roll call, the vote was as follows:

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

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:

Dave Peterson mentioned the last tent event is scheduled for this weekend and the tent will be removed by November 1, 2012.

Rob Foster mentioned the following relating to Golf & Parks Maintenance:

- Staff took advantage of the Agriculture Pesticide Clean Sweep program – disposing of approximately 15 gallons of old pesticides.
- Staff completed the ADA accessible route project at Mawman Park.

Tami Zylka congratulated the participants of the Sunday outdoor bike group for training and completing their various charity bike events – from 45–100 miles.

B. Executive Director Report: None

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: Waiting for the Golf clubhouse report.

G. Friends of the Lake Bluff Park District: Thanks for Board for the monetary contribution to its Branding project.

H. Commissioner Comments: None

I. President's Report: None

14. EXECUTIVE SESSION

A motion was made by Commissioner Hart, and seconded by Commissioner Ehrhard 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: Douglass, Ehrhard, Gronau, Hart, McKendry, Wallace, President Considine

Nays: None

Abstain: None

Absent: None

Executive Session began at 7:25 p.m.

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

On the roll call, the vote was as follows:

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

Nays: None

Abstain: None

Absent: None

Executive Session ended at 7:27 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 McKendry to adjourn the meeting at 7:29 p.m. The motion carried by unanimous vote.

Respectfully submitted,

Approved this 19th day of November 2012
Board of Commissioners
Lake Bluff Park District