

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
SEPTEMBER 17, 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

**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, McKendry, President Considine  
Commissioner Hart was absent with prior notice.

**3. APPROVAL OF AGENDA:**

A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to approve the agenda of September 17, 2012 as amended: add to New Business/Action Items item E: Facility Sign at Green Bay/Washington Ave and add to Executive Session Item B: 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:** Douglass, Ehrhard, Gronau, McKendry, President Considine

**Nays:** None

**Abstain:** None

**Absent:** Hart

**4. STATEMENT OF VISITORS:** None

**5. APPROVAL OF MINUTES: August 20 Regular Board Meeting**

A motion was made by Commissioner Gronau and seconded by Commissioner Ehrhard to approve the minutes of August 20, 2012 minutes as presented.

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

**6. APPROVAL OF MINUTES: September 6 Special Board Meeting**

A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to approve the minutes of September 6, 2012 minutes as presented.

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

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

**Nays:** None

**Abstain:** Gronau

**Absent:** Hart

**7. APPROVAL OF MINUTES: September 10 Committee of the Whole Meeting**

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

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

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

**Nays:** None

**Abstain:** McKendry

**Absent:** Hart

**8. APPROVAL OF MINUTES: September 10 Special Board Meeting**

A motion was made by Commissioner Gronau and seconded by Commissioner Douglass to approve the minutes of September 10, 2012 minutes as presented.

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

**9. PUBLIC HEARING**

**A. Open the Hearing**

The hearing was opened by President Considine at 6:32 p.m.

**B. Annual Rollover Bond**

The Board of Park Commissioners of the District intends to sell bonds in the amount of \$352,000 for the payment of certain principal and interest due on outstanding obligations of the District, for payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

The Debt Service on the \$3.5 million Recreation Center is approximately \$295,000 annually. The remaining funds will be placed in our Master Plan/Capital Fund or other fund designated by the Board.

Visitor Comments: None recorded

Commissioner Comments: None recorded

Written Testimony: None recorded

Oral Testimony: None recorded

President Considine announced persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the issuance of bonds.

C. Adjourn The Hearing

A motion was made by Commissioner Ehrhard and seconded by Commissioner Gronau to close the Public Hearing at 6:37 p.m.

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

**10. CONSENT AGENDA**

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

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

**Approve Invoice Schedule: Period Ending September 1 & 17, 2012**

A motion was made by Commissioner Gronau and seconded by Commissioner Douglass to approve the bills payable schedule for September 1 & 17 in the following amounts.

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

GENERAL FUND	\$ 8,373.52
RECREATION FUND	\$ 33,225.35
FOR A TOTAL OF:	\$ 41,598.87

GENERAL FUND	\$ 12,982.20
RECREATION FUND	\$ 46,021.32
FOR A TOTAL OF:	\$ 59,003.52

## 11. FINANCE

### A. August and YTD Financial Report

Executive Director Salski indicated the total liabilities, equity and surplus as of August 30 was \$1,059,788.51. As of September 12, the Park District cash balance was \$1,284,782.03

- 2012 YTD Budget vs. YTD Actual: Favorable \$231,873.11
- 2012 YTD Activity Revenues: Favorable \$305,156
- 2012 YTD Activity Expenses: Unfavorable \$73,284

A motion was made by Commissioner Ehrhard 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, Gronau, McKendry, President Considine

**Nays:** None

**Abstain:** None

**Absent:** Hart

### B. Purchase Cards – Ratification

A motion was made by Commissioner McKendry and seconded by Commissioner Gronau to ratify the Purchase Card payment of \$35,458.74.

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

## 12. NEW BUSINESS / ACTION ITEMS

### A. Board Vacant Seat – Appointment

A motion was made by Commissioner Gronau and seconded by Commissioner McKendry to Appoint Bob Wallace to fill the vacancy of Doug Nickels until May 2013.

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

### B. Administer Oath of Office

New Commissioner Bob Wallace was administered the oath of office. Welcome Bob.

### C. 20 Year Capital Plan – Golf Clubhouse – Engineering Study

The 20 Year Capital Plan Task Force has been working diligently to provide solutions for the Board of Commissioners. There is a significant preliminary expense associated with the Golf Clubhouse and in order to provide a more detailed analysis Executive Director Salski recommends hiring a reputable Engineering Firm, W-T Engineering, to outline potential solutions for one of the most expensive immediate repairs outlined in the document prepared by Architectural Consulting Group.

A motion was made by Commissioner Gronau and seconded by Commissioner McKendry to Authorize the Executive Director to approve an agreement with W-T Engineering not to exceed \$5,000.

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

D. Crisis Management Plan

During the audit process, PDRMA recommended the Park District adopt a Crisis Management Plan. The plan outlines procedures for the Board and staff when handling a crisis.

A motion was made by Commissioner Douglass and seconded by Commissioner McKendry to approve the Crisis Management Plan dated September 17, 2012.

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

**13. WRITTEN COMMUNICATIONS**

A. Community Comments

Supplied to Commissioners

B. Correspondence

Supplied to Commissioners

**14. VERBAL COMMUNICATIONS**

A. Staff:

Dave Peterson mentioned the following:

- Dave was selected to attend the IPRA Leadership Academy
- Paddle season began on September 6, with the open house on September 8 with over 100 in attendance. Currently there are 93 members and 13 teams.
- Fall programming began the week of September 10
- Bright Beginnings Preschool is full
- Beach clean-up day on September 15 had 60 in attendance
- The John Sheppard Memorial Skate Competition was held September 15 with 40 competitors

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

- Aerification of the greens is complete
- Playground audits have begun
- Tree trimming at Artesian is planned for October

Tami Zylka mentioned the following:

- Recreation Center of Lake Forest visits were highly complementary to staff and the overall facility.
- PDRMA mock audit is scheduled

B. Executive Director Report:

Executive Director Salski indicated the following:

- Commissioners are reminded to complete the Open Meetings Act board training before year end.
- Budget process is going smoothly
- Staff will be requesting Jazzercise provide specific information about its programming to assist with a future decision

C. Finance, Administration & Future Planning Committee: None

D. Beach & Parks Committee: Task Force meeting at the beach on September 15

E. Programs & Facilities Committee: None

F. 20 Year Capital Plan Citizen Task Force: Meeting is scheduled for September 18

G. Friends of the Lake Bluff Park District: None

H. Commissioner Comments: None

I. President's Report: The Board extends an official welcome to Bob Wallace and a heartfelt thank you to Doug Nickels for his service.

## 15. 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.

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

Executive Session began at 7:33 p.m.

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

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

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

**Nays:** None

**Abstain:** None

**Absent:** Hart

Executive Session ended at 7:55 p.m.

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

**17. NEW BUSINESS - CONTINUED**

E. Facility Sign – Green Bay Rd / Washington Ave

Executive Director Salski updated the Board on the recent removal of the Park District facility sign previously located at Green Bay Road and Washington Ave. The property is for sale and the owner requested removal of the sign.

**18. ADJOURNMENT**

There being no further business, a motion was made by Commissioner Gronau and seconded by Commissioner McKendry to adjourn the meeting at 7:58 p.m. The motion carried by unanimous vote.

Approved this 15th day of October 2012  
Board of Commissioners  
Lake Bluff Park District