

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF SPECIAL REGULAR BOARD MEETING
OCTOBER 8, 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), Chris Piskule (Jazzercise), David Forlow, Dave McElvain, Ed Cooney (E. Cooney Associates, Inc)

1. CALL TO ORDER:

President Considine called the meeting to order at 6:32 p.m.

2. ROLL CALL:

The following Commissioners were present when the roll was called:

Commissioners: Douglass, Ehrhard, Gronau, McKendry, Wallace, President Considine
Commissioner Hart arrived at 6:34 p.m.

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Gronau and seconded by Commissioner Douglass to approve the agenda of October 8, 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: None

5. RESOLUTION 2012-C

State Senator Susan Garrett was recognized with Resolution 2012-C which acknowledges her years of service and steadfast support for parks, programs and facilities for residents of Lake Bluff Park District boundaries and throughout the State of Illinois.

A motion was made by Commissioner Gronau and seconded by Commissioner Hart to approve Resolution 2012-C.

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. **OLD BUSINESS**

A. 20 Year Capital Replacement Plan Citizen Task Force

Chair Forlow updated the Board on the Task Force's progress. The Task Force is nearing completion of its project and anticipates a presentation to community groups in early 2013.

B. Jazzercise 2013 Agreement

During the past four years, the Park District has worked extremely hard reinventing itself blending government, business and Park District best practices, developing policies, approving and implementing a Strategic Plan establishing long term planning strategies, evaluating capital assets and understanding all financial aspects of the Park District. The Park District is embarking on a significant 10-year capital challenge that requires dissecting all policies, agreements, contracts, pricing, and staffing.

In 2010, Commissioners Douglass and McKendry worked diligently with staff developing definitions and pricing policies and model that are consistent with best practices, competitive, and being fiscally responsible to all tax payers by accounting for costs associated with operating facilities and parks.

To meet the current policy, be consistent for all categories and be fiscally responsible, it is recommended Jazzercise be identified as a Commercial Group as defined in the Administrative Policy as those groups using Park District facilities for financial gain or profit.

A motion was made by Commissioner Gronau and seconded by Commissioner Douglass to charge Jazzercise a 2013 rental rate of \$18 per class for 10 or more classes. Premium rates will be charged if the class schedule decreases, and all other memo and discussion items apply.

On the roll call, the vote was as follows:

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

Nays: Hart

Abstain: None

Absent: None

C. 2013 Proposed Capital Expenditures

The 2013 Proposed Budget is being finalized by staff and based on full board discussions; staff was requested to outline capital expenditures before the 2012 Tax Levy is established. The Park District is anticipating \$125,000 (C.P.I. increase – 3% and Rollover Bond Proceeds) for capital expenditures. Staff provided the following immediate capital expenditures:

1. Park Truck 101: \$25,000
2. Park Truck 103: \$38,000
3. Blair Park Parking Lot (crack fill and sealcoating): \$23,000
4. Artesian Park Walking Path (replacement): \$23,000
5. Recreation Center Roof (replacement): \$140,000-\$200,000
6. Park Truck 102 (plow truck): \$23,000
7. Artesian and Blair Park Tennis Court (repairs): \$75,000
8. HVAC units replacement: \$20,000 per unit
9. Possible Artesian Playground (replacement): \$200,000-\$300,000

D. 2012 Tax Levy for the 2013 Proposed Budget

For the 2012 Tax Levy, Executive Director Salski believes an earlier discussion would benefit many aspects of the Park District especially when developing the 2013 Proposed Budget. The most important discussion is whether to capture the Consumer Price Index (C.P.I.) with growth each year and whether to increase/decrease the Special Recreation Fund levy amount.

7. NEW BUSINESS

A. Fund Balance Policy

Within the 2011 Audit, Lauterbach and Amen, Auditor, recommended the Park District adopt a Fund Balance Policy. A Fund Balance Policy establishes a minimum level at which the projected end-of-year fund balance/net assets should be maintained, taking into account the constraints imposed upon the resources reported by the governmental and proprietary funds. 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.

B. 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. With respect to stewardship, the policy should address location of assets, tagging, physical access and security and frequency of periodic inventories.

C. Recreation Center Building Maintenance Bid

A cleaning service company currently maintains the fitness center, common areas of the recreation center, golf clubhouse and Paddle Hut on a part-time basis. Staff went out to bid for cleaning services with specifications that included a base bid and an alternate bid. The Alternate bid is for part-time evening services currently being performed. Base Bid I consists of a full-time day custodian and the evening crew.

D. Friends of Lake Bluff Park District Foundation Branding Project

The Foundation has been working extremely hard to reinvent itself and look for opportunities to fundraise for Park District prioritized projects. The Foundation hired Phil Gayter, Brandstorming, to assist in the branding process. Expected cost is \$2,500. Commissioner Ehrhard requested Executive Director Salski receive a legal opinion whether the Park District can donate to the Friends of Lake Bluff Park District Foundation in light of the request for shared services with the Village of Lake Bluff branding project.

A motion was made by Commissioner Ehrhard and seconded by Commissioner Hart to give the Foundation \$2,500 for their branding efforts.

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 Project

During a recent Tri-Board 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.

Executive Director Salski spoke with the firm, North Star; about the Park District's benefit i.e. meetings, data, and strategies. The firm estimates the Park District benefiting 15% of the cost (\$9,750). If approved, staff recommends expending \$3,900 in 2012 and allocating \$5,850 in 2013.

8. EXECUTIVE SESSION

A motion was made by Commissioner Hart, and seconded by Commissioner Gronau to move into Executive Session for the following reasons:

- A. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member as mandated per 5 ILCS 120/2(c)(12).
- 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, Hart, McKendry, Wallace, President Considine
Nays: None
Abstain: None
Absent: None

Executive Session began at 9:10 p.m.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry 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 9:28 p.m.

- 9. ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION:**
A motion was made by Commissioner Ehrhard and seconded by Commissioner Hart to approve the Executive Director to sign the agreement as discussed in 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

10. ADJOURNMENT

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to adjourn the meeting at 9:30 p.m. The motion carried by unanimous vote.

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