

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
JANUARY 28, 2013**

The Regular Meeting of the Board of Commissioners of the Lake Bluff Park District, Lake County, Illinois, was held at the Lake Bluff Park District Recreation Center, 355 W. Washington Avenue, Lake Bluff, Illinois.

The meeting was called to order at 6:30 p.m. by President Considine.

The following Commissioners were present when the roll was called: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, and President K. Considine.

Staff members present were Ron Salski, Executive Director; Ed Heiser, Asst. Golf Operations Manager; Tami Zylka, Fitness & Healthy Lifestyle Manager; Rob Foster, Director of Golf & Parks Maintenance; and Dave Peterson, Director of Facilities and Recreation Services.

Also present were Albert Bracek, resident; and Jim Moss, Secretary of the Lake Bluff Baseball Association.

Approval of Agenda

Commissioner Douglas moved, seconded by Commissioner Gronau, to approve the January 28, 2013 Agenda as amended to change dates from 2012 to 2013 in *II. Consent Agenda, Items A & B; and IV. New Business, Items B & C.*

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

Statement of Visitors

Albert Bracek, 700 Mountain Road, spoke about a possible Eagle Scout project of doing some renovations at the beach. He will contact Director Salski to discuss further details of the project.

Approval of Minutes of December 10, 2012 Regular Board Meeting

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the Minutes of the Regular Board Meeting of December 10, 2012, as presented.

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On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Approval of Minutes of January 21, 2013 Special Board Meeting

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to approve the minutes of the Special Board Meeting of January 21, 2013, as presented.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending January 2, 2013

Approve Invoice Schedule for the period ending January 28, 2013

Commissioner Gordon moved, seconded by Commissioner McKendry, to accept the items on the Consent Agenda as presented.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Commissioner Wallace moved, seconded by Commissioner McKendry, to approve the Consent Agenda as presented.

On the roll call, the vote was as follows:

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AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

FINANCE

December – 2012 and Unaudited 2012 Year-End Financial Report

Director Salski reported that the year-end cash position is \$1,277,659.76.

Compared to 2011, YTD revenues were \$540,381.00 favorable. This is mostly due to transfers.

Compared to 2011, YTD expenses were \$478,024.00 unfavorable. This is mostly due to transfers.

Compared to 2011, YTD net is \$62,357.00 favorable.

Staff members Dave Peterson, Ed Heiser, Tami Zylka, and Rob Foster, presented their reports and gave a brief review of their fund activity.

2012 YTD Budget vs. YTD Actual

Overall, the Park District was \$157,033 favorable of budget.

2012 YTD Activity Revenues, \$5,930,338, are higher versus YTD Budget, \$5,309,614. Recap:

- Golf Club revenue was favorable than budget.
- Program revenue was favorable than budget.
- Health and Fitness Center revenue was favorable than budget.
- Paddle club revenue was favorable than budget.
- Reimbursement of Fuel Storage Tank, \$23,543, was favorable than budget.
- Transfer from the General Fund to the Recreation Fund was less than anticipated.

Commissioner Gordon moved, seconded by Commissioner Douglass, to accept the Treasurer's Report as presented.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

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Purchase Cards – Ratification

Commissioner Douglass moved, seconded by Commissioner Gronau, to ratify the Purchase Card payment of \$18,876.33.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

NEW BUSINESS/ACTION ITEMS

Commissioner Kurt Gronau – 15 Year Service Award

President Considine presented Commissioner Gronau with a plaque for his 15 years of service with the Lake Bluff Park District Board of Commissioners, and thanked him on behalf of the entire Board.

Tax Levy Abatement in regards to the \$600,000 Alternate Revenue Source Issues in 2003 – Ordinance 2013-A

Director Salski said that in 2003, the District issued \$600,000 in Alternate Revenue Source bonds to refinance the original 2001 borrowing for the construction of the Driving Range. Each year, the District abates the tax levy and instead uses existing user fees from the Driving Range to make the debt service payment which was promised by previous boards. He read Ordinance 2013-A into the record.

Commissioner Gordon moved, seconded by Commissioner Gronau, to accept Ordinance 2013-A abating the taxes hereto levied for the year 2012 with respect to the Driving Range project.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Manager Zylka exited the meeting at 7:02 p.m.

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Tax Levy Abatement in regards to the \$1.4 million Alternate Revenue Source Issues in 2004 – Ordinance 2013-B

Director Salski stated that in 2004, the District issued \$1.4 million in Alternate Revenue Source bonds for the construction of an addition to the Recreation Center (Fitness Center, Early Childhood rooms, Dance/Fitness Studios). The bonds were filed with Lake County and the tax levy is abated annually. Instead, user fees from recreation programs and the Fitness Center are used to make the debt service payment. Director Salski read Ordinance 2013-B into the record.

Commissioner Gordon moved, seconded by Commissioner Wallace, to accept Ordinance 2013-B abating the taxes hereto levied for the year 2012 with respect to the Recreation Center addition projects.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Election of Vice President and Treasurer

Commissioner Ehrhard moved, seconded by Commissioner McKendry, that Commissioner Douglass be cast for the Vice-President of the Board from 2013 to 2014. There being no other nominations, the process was closed.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

President Considine declared that Commissioner Rob Douglass has been duly elected to serve as Vice-President of the Board of Park Commissioners.

Commissioner Gronau moved, seconded by Commissioner McKendry, that Commissioner Wallace be cast for Treasurer of the Board from 2013 to 2014. There being no other nominations, the process was closed.

On the roll call, the vote was as follows:

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AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

President Considine declared that Commissioner Bob Wallace has been duly elected to serve as Treasurer of the Board of Park Commissioners.

Resident Bracek exited the meeting at 7:15 p.m.

Board Committee – Appointments

President Considine listed the following appointments:

Finance, Administration and Future Planning Committee

Rob Douglass, Chairperson

Bob Wallace, Member

Beach and Parks Committee

Kauri McKendry, Chairperson

Brock Gordon, Member

Facilities and Programs Committee

Kurt Gronau, Chairperson

Susan Ehrhard, Member

Tri-Advisory and Intergovernmental Committee

Kevin Considine, Chairperson

Rob Douglass, Member

Friends of Lake Bluff Park District Foundation

Susan Ehrhard, Trustee

Rob Douglass, Liaison

Sunrise Park and Beach Citizen Advisory Committee (2013)

Bob Wallace, Ex-Officio Member

Kauri McKendry, Ex-Officio Member

Twenty-Year Capital Replacement Plan (CRIP) Citizen Task Force (2013)

Rob Douglass, Ex-Officio Member

Bob Wallace, Ex-Officio Member

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There was discussion about the possibility of having a resident member on each committee. Thoughts expressed were that additional people on the beach, bluff and task force committees could help, but were not necessary for every committee, and could pose a problem for staff in setting up meeting dates and times.

Commissioner Gordon moved, seconded by Commissioner Douglass, that the aforementioned appointments be accepted and ratified for 2013.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Lake Bluff Youth Baseball Association – Affiliate Agreement – Approval

Director Salski explained that the Park District has had a long standing relationship with the Lake Bluff Youth Baseball Association (LBYBA) without any formal agreement in place. He said that staff recognizes that at times it is in the best interest of the District to work with local organizations in coordinating, integrating and consolidating programs in an effort to derive a public benefit.

Director Salski said that an Affiliate Agreement was written and reviewed by both parties. The Park District Tee Ball and Pinto programs would be taken over by LBYBA, including all registration, expenditures and staffing. All of their programs would be listed in the Park District brochures, and the Affiliate Agreement would be reviewed yearly.

Jim Moss, Secretary of the Lake Bluff Baseball Association, commented about long term capital and how things will be handled in the future. He appreciated the great working relationship between the Park District and the Baseball Association.

Commissioner Wallace moved, seconded by Commissioner McKendry, to approve the Affiliate Agreement with the Lake Bluff Youth Baseball Association for a three year period.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

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White Century Tent Bids – Approval

Manager Heiser said that a bid opening for lease of a White Century Tent was held on January 21st and three bids were received. This tent is used for nine months out of the year, and is a great feature for booking golf outings. He presented details of the bid results, and recommended accepting the bid from Partytime-HDO Productions, Inc. for a two-year lease.

A discussion ensued among Commissioners regarding the term of the lease. The average discount is 4.8% for a two-year lease and 9.3% for a three-year lease. Commissioners felt the three-year lease was a better option.

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to accept the bid offer from Partytime-HDO Productions, Inc. for a three-year lease of a White Century Tent.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

2013 Event Tent Pricing – Approval

Manager Heiser said that staff examined the current rate structure for the Events Tent located on the south lawn of the Lake Bluff Golf Club. Since there were 97 different rates, it was staff's objective to create a simpler rate structure. Manager Heiser explained that after reviewing usage, the rate structure was reduced to 44 different rates. He reviewed the new pricing options.

Commissioner Ehrhard moved, seconded by Commissioner Douglass, to accept the updated rate structure for rentals of the Events Tent for the 2013 season.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Cleaning Service Bids – Approval

Director Peterson explained that a bid opening was held on December 18, 2012, and ten cleaning service bids were received. The bid document specified a one-year contract with a second and

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third year option. The lowest bidder was GSF USA, Inc., and a reference check provided a solid endorsement.

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to accept the cleaning service bid from GSF USA, Inc. for a one year contract for \$43,947.00 and authorize the Executive Director, with Attorney review, to enter into an agreement.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Rothmann and Rothmann Enterprises – Bookkeeping Services – Approval

Director Salski advised that Rothmann and Rothmann Enterprises have been assisting the Park District with bookkeeping services since March, 2011. He said Rich Rothmann has gone above and beyond the responsibilities many times and is an extremely valuable asset to the Park District. Director Salski recommended extending the agreement for two more years.

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to authorize the Executive Director to enter into a two-year agreement with Rothmann and Rothmann Enterprises for \$1,750 per month in 2013 with a fee to be approved by the Board in 2014.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

WRITTEN COMMUNICATIONS

Community Comments/Correspondence

Written information was provided to Commissioners and placed on file by Director Salski.

VERBAL COMMUNICATIONS

Staff: Director Foster reported that there have been 11 days of ice so far this year.

Director Peterson said that the Park District brochure will be released to residents in early March.

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Executive Director Report

Director Salski reminded Commissioners that the February 4th Committee of the Whole Meeting has been cancelled. He said the following Committees have not had recent meetings:

Finance, Administration and Future Planning Committee
Beach and Parks Committee
Programs and Facilities Committee
20 Year Capital Plan Citizen Task Force
Sunrise Park and Beach Advisory Committee
Friends of Lake Bluff Park District Foundation

Commissioner Comments

Commissioners shared information from the seminars they attended at the recent IPRA Conference.

President's Report

President Considine commented that the recent 20 Year Capital Planning process, involving the residents, was a very positive move for the Park District.

EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to adjourn into Executive Session for the purpose of 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); discussion of the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act; and discussion of 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 5 ILCS 120/2(c)(11).

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

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The regular meeting reconvened at 10:00 p.m. with the following persons present: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine, R. Salski, and M. Jendreas.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the 2013 Organizational Chart and salary ranges.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to adopt Resolution 2013-A Regarding the Release of Closed Session Minutes.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

ADJOURNMENT

There being no further business, motion was made by Commissioner Gronau, seconded by Commissioner McKendry, to adjourn the meeting at 10:02 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Kevin Considine, President

Ron Salski, Secretary

Marcia Jendreas, Recording Secretary

Approved this 25th day of February 2013
Board of Commissioners
Lake Bluff Park District