

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF SPECIAL COMMITTEE MEETING OF THE
FINANCE, ADMINISTRATION & FUTURE PLANNING COMMITTEE
MAY 13, 2014**

The Special Committee Meeting of the Finance, Administration & Future Planning Committee 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 8:40 a.m. by Commissioner Douglass.

The following Commissioners were present when the roll was called: R. Douglass, and B. Wallace.

Staff members present were Ed Heiser, Superintendent of Facility Services.

Also present were Commissioner Gronau, Ron Amen from Lauterbach & Amen, LLP.

Approval of Agenda

Commissioner Wallace moved, seconded by Commissioner Douglass to approve the May 13, 2014 Agenda. The motion carried by unanimous voice vote.

Statement of Visitors – None

ITEMS FOR DISCUSSION/ACTION

Capital Planning – Bond Schedule – Discussion

Executive Director Salski outlined the available capital funding over the next 20 years.

Brochure – Advertising – Discussion

Executive Director Salski reviewed Commissioner Ehrhard's request to solicit advertising in the brochure. Staff researched other Park Districts and their revenue was within \$3,000-\$5,000. Commissioner Wallace recommends the Park District adopt a guideline that the Park District allow advertising if the revenue exceeds 50% of the expenses. Commissioner Douglass concurred. Commissioners Douglass and Wallace requested staff to gather more research.

Naming Rights – Discussion

Executive Director Salski presented a memorandum and the Committee agreed staff should pursue naming rights in cooperation with the Foundation.

Elections and Appointments - Discussion

Executive Director Salski outlined the process for elections and appointments for the President and Vice President. Commissioner Douglass and Wallace agreed to recommend Commissioner Kevin Considine to remain as President for one more year.

Special Committee Meeting of May 13, 2014

Audit report for the fiscal year ending December 31, 2013 – Draft - Lauterbach and Amen, LLP – Presentation – Recommendation

Audit report for the fiscal year ending December 31, 2013

Ron Amen from Lauterbach & Amen, LLP, provided the required communications regarding the annual audit. These communications included a SAS 114 Letter, communication to those charged with governance of the audit process, and a Management Letter, communication of internal controls that are considered to be control deficiencies as well as other recommendations related to the audit process including new GASB pronouncements. He presented both pieces of written communication and provided verbal highlights of both documents. Ron Amen discussed the Management Letter.

Commissioner Wallace inquired how the District's audit compared to similar districts. Amen commented that providing a comparison was difficult, but staff was very cooperative during the audit process and appeared to be very invested in the current state and future planning of the District. Commissioner Wallace provided an opinion that the Management Letter appeared to be very clean; Amen agreed.

Commissioner Wallace moved, seconded by Commissioner Douglass to accept the audit report submitted by Lauterbach & Amen, LLP for the fiscal year ending December 31, 2013 and gain acceptance at the June 17 Regular Board Meeting. The motion carried by unanimous voice vote.

Terminology

Executive Director Salski proposed to discuss the topic at the next Committee meeting.

Cost of Services – Discussion

Executive Director Salski and Superintendent Heiser reviewed the Cost of Services of each operation. Executive Director Salski and Superintendent recommended drafting a policy determining how to incorporate indirect expenses. Commissioner Wallace recommended having a flexible policy as operations are not similar.

EXECUTIVE SESSION

The Board of Commissioners of the Lake Bluff Park District convened into Executive Session at 9:46 a.m. for the purpose of 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:

AYE: R. Douglass, R. Wallace

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Special Committee Meeting of May 13, 2014

The following persons were present and stated their names for the record: Rob Douglass, Bob Wallace, Ron Salski, and Ed Heiser.

Adjournment

There being no further business, Commissioner Wallace moved, seconded by Commissioner Douglass, to arise from Executive Session at 10:10 a.m.

On the roll call, the vote was as follows:

AYE: R. Douglass, R. Wallace

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

ADJOURNMENT

There being no further business, motion was made by Commissioner Wallace, seconded by Commissioner Douglass, to adjourn the meeting at 10:30 a.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Approved this 27th day of August 2014
Lake Bluff Park District