

**LAKE BLUFF PARK DISTRICT
FINANCE, ADMINISTRATION AND FUTURE PLANNING COMMITTEE
MINUTES OF SPECIAL COMMITTEE MEETING
MAY 13, 2016**

The Special Finance, Administration and Future Planning Committee Meeting of the Lake Bluff Park District, Lake County, Illinois, was held at the Recreation Center, 355 W. Washington Avenue, Lake Bluff, Illinois.

The meeting was called to order at 2:02 p.m. by Commissioner Gordon.

The following Commissioners were present: Brock Gordon and Bob Wallace.

Committee Member France Pitera was not present.

Staff member present was: Ed Heiser, Superintendent of Facility Services.

Also present was Kurt Gronau, Commissioner and Ron Amen of Lauterbach and Amen, LLP.

Approval of Agenda

Commissioner Wallace moved, seconded by Commissioner Gordon to approve the May 13, 2016 Agenda. The motion carried by unanimous voice vote.

Statement of Visitors – None

MINUTES

Approval of Minutes of the April 8, 2016 Finance, Administration and Future Planning Committee Meeting

Commissioner Wallace moved, seconded by Commissioner Gordon to approve the April 8, 2016 Minutes. The motion carried by unanimous voice vote.

ITEMS FOR DISCUSSION / ACTION

Audit Report for the Fiscal Year Ending December 31, 2015 – Draft – Lauterbach and Amen, LLP – Presentation – Acceptance and Recommendation

Ron Amen, Auditor with Lauterbach and Amen, LLP, presented the completed audit for the fiscal year ending December 31, 2015. Mr. Amen first presented the management letter which noted Government Accounting Standards Board (GASB) Statement No. 67 and GASB Statement No. 68 referring to financial reporting for Illinois Municipal Retirement Fund (IMRF). The management letter also noted three funds with expenditures in excess of budget. Included, is a written response from staff regarding these overages. Finally, the management letter identified two funds, General and Recreation, not in compliance with the Park District's Fund Balance Policy. Staff also provided a written response regarding the General and Recreation Funds.

Mr. Amen presented the Comprehensive Annual Financial Report for the Park District. Mr. Amen specifically noted that for fiscal year 2014, the Park District submitted the audit to the Government Finance Officers Association, the highest level of review available to Government Agencies, and earned and received the Certificate of Achievement. The Park District plans on submitting the audit for fiscal year 2015 this year for review. Mr. Amen noted that approximately twenty-percent of Park Districts in Illinois receive this certificate. Mr. Amen presented the independent auditors report and provided a clean or unqualified opinion of the audit recognizing that all numbers in the audit are materially correct.

Mr. Amen presented the Management Discussion and Analysis section. Under a full accrual basis of accounting, the Park District had a decrease change in net position of \$126,083 in the total fund balance. Government accounting also requires a modified accrual basis of accounting which treats fixed assets and long-term debt differently than a full accrual basis of accounting. The Park District budgets and operates daily on a modified accrual basis of accounting. Under a modified accrual basis of accounting, the Park District had an increase change in net position of \$1,070,841, which accounts for not spending all funds acquired through the 2014 referendum in 2015.

Commissioner Wallace inquired about the condition of the records and cooperation provided by staff. Mr. Amen noted staff provided the same high quality of records and cooperation as in previous years. Commissioner Gordon inquired about the number of units of government Lauterbach and Amen work with. Mr. Amen estimated about 175 different units of government, of which about 50 are Park Districts that work with their firm.

Commissioner Wallace made a motion to accept the audit report submitted by the District's auditor, Lauterbach and Amen, LLP, for the fiscal year ending December 31, 2015 and gain approval at the May 16 Regular Board Meeting. Seconded by Commissioner Gordon. The motion carried by unanimous vote.

Paddle Tennis Fourth Court – Recommendation

Superintendent Heiser provided a brief summary of the report presented to the Programs and Facilities Committee on May 10, 2016. Superintendent Heiser updated the Committee that staff conducted a site visit at Five Seasons Sports Club to further examine the used platform tennis courts available for purchase. After meeting with staff at Five Seasons, the club is more interested in selling both courts together than selling them separately. Staff will be inquiring with other potentially interested parties in purchasing the courts to discuss a joint offer to Five Seasons to accommodate their desire to sell both courts.

Commissioner Wallace noted the Park District was in a difficult position with team restrictions from the Chicago Platform Tennis Charities (CPTP) League and the need to install a fourth court to maintain the current financial performance. Commissioner Wallace directed staff to continue investigating the purchase of a used court and any Park District funding for the project should come directly from the Racquet Sports Sub-Fund.

Commissioner Wallace made a motion to recommend approval of the purchase of a used platform tennis court utilizing Fourth Court donations and Park District funding from the Paddle Fund not to exceed \$7,500 and gain approval at the May 16 Regular Board Meeting. Seconded by Commissioner Gordon. The motion carried by unanimous vote.

Full-Time/Part-Time Salary Ranges – Recommendation

Superintendent Heiser presented current salary ranges for all full-time, part-time and seasonal positions within the Park District and noted these ranges were last revised in 2013. Commissioner Wallace inquired if any employees had a wage above or below the salary scale. Superintendent Heiser noted he was not aware of any employees above or below the salary scale. Staff recommended no changes, but advised that a future recommendation would be made during budget discussions.

Commissioner Wallace made a motion to reapprove the part-time and full-time salary ranges and to gain approval at the May 16 Regular Board Meeting. Seconded by Commissioner Gordon. The motion carried by unanimous vote.

Personal Property and Replacement Tax (PPRT) Issue – Discussion

Superintendent Heiser reported the Illinois Department of Revenue had misallocated Personal Property and Replacement Tax revenue throughout the State of Illinois. The impact to the Park District was an overage of \$4,275.34 that the State was requesting to be returned. Commissioner Wallace inquired if the State of Illinois currently owed the Park District any monies. Superintendent Heiser stated he was not aware of any outstanding monies that had not been received from the State. Commissioner Gordon asked if a deadline was established by the State for the return of this misallocation. Staff is not aware of any deadline at the current time.

Elections and Appointments – Discussion

Superintendent Heiser discussed the process that would occur at the upcoming May 16 Regular Board Meeting requiring the annual election of a President and Vice-President. He also noted the typical procedure of the Board was to have these positions serve two years and the current President and Vice President have served one year.

Administration Policy Manual – Section 7.4.2 – Recreation Facility Daily Fees, Memberships and Programs Definition Policy – Amendment – Approval and Recommendation

Superintendent Heiser identified that during the previous revising of the Administration Policy Manual, a section 7.4.2 was created and the format of a sub-section of a sub-section of the manual was not consistent with format. A recommendation was to revise Section 7.4.2 to Section 7.5 and all subsequent sub-sections of Section 7 of the Administration Policy Manual be revised one higher to accommodate this change.

Commissioner Wallace made a motion to amend the Administration Policy Manual numbers as stated and gain approval at the May 16 Regular Board Meeting. Seconded by Commissioner Gordon. The motion carried by unanimous vote.

Board Policy Manual – Section 3.1 – Board of Commissioners Meetings Policy – Amendment – Approval and Recommendation

Superintendent Heiser presented several changes to Section 3.1 to outline the items to include and the procedure to complete and distribute agendas and board packets for Park District meetings. In addition, the changes would outline the Executive Director, with input of the Board President and Department Heads, is responsible for the preparation of these documents.

Commissioner Wallace made a motion to amend the Board Policy Manual 3.1 Board of Commissioners Meetings as stated in the memorandum and gain approval at the May 16 Regular Board Meeting. Seconded by Commissioner Gordon. The motion carried by unanimous vote.

Board Policy Manual – Section 14.1 – Governance – Organizational Structure Changes Policy – Approval and Recommendation

Superintendent Heiser presented an addition to Section 14.1 of the Board Policy Manual to require Park Board approval for creation of a new full-time position, changes to a position's level of supervision and when a new direct report is added to the Executive Directors responsibility.

Commissioner Wallace made a motion to approve the Board Policy Manual, Section 14.1 Governance – Organizational Structure Changes and gain approval at the May 16 Regular Board Meeting. Seconded by Commissioner Gordon. The motion carried by unanimous vote.

Board Policy Manual – Section 15.1 – Prospective Candidate Information Packet Policy – Approval and Recommendation

Superintendent Heiser presented an addition under Section 15.1 of the Board Policy Manual outlining the items a prospective Park Board candidate is to receive in addition to the deadline for the candidate to receive the information after a request. Candidates may receive the information in hard or electronic copy.

Commissioner Wallace made a motion to approve the Prospective Candidate Information Packet Policy and include it in the Board Policy Manual, Section 15.1 and gain approval at the May 16 Regular Board Meeting. Seconded by Commissioner Gordon. The motion carried by unanimous vote.

Personnel Policy Manual – Employment of Certified/Professionally Trained Staff Policy – Approval and Recommendation

Superintendent Heiser presented a revision to Section 2.10 of the Personnel Policy Manual requiring all required and desirable certifications for a position be included within the job description of that position.

Commissioner Wallace made a motion to revise Section 2.10 Employment, Advancement and Promotions in the Personnel Policy Manual as presented in the memorandum and gain approval at the May 16 Regular Board Meeting. Seconded by Commissioner Gordon. The motion carried by unanimous vote.

EXECUTIVE SESSION

Commissioner Gordon made a motion at 3:16 p.m. to enter into Executive Session for the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2 (c) (1) of the Open Meetings Act. Seconded by Commissioner Wallace. The motion carried by unanimous vote.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION

No action was required.

ADJOURNMENT

There being no further business, motion was made by Commissioner Wallace, seconded by Commissioner Gordon, to adjourn the meeting at 3:35 p.m. The motion carried by unanimous voice vote.

Approved this 28th day of June, 2016
Lake Bluff Park District