

**LAKE BLUFF PARK DISTRICT
FINANCE, ADMINISTRATION & FUTURE PLANNING COMMITTEE
MINUTES OF SPECIAL COMMITTEE MEETING
JULY 7, 2017**

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 8:00 a.m. by Chair Gordon.

The following Committee Members were present: Brock Gordon and Bob Wallace.

Staff present were: Ron Salski, Ed Heiser and Jeff Spillman.

Approval of Agenda

Member Wallace moved, seconded by Chair Gordon, to approve the Agenda as submitted. The motion carried by unanimous voice vote.

Statement of Visitors – None

MINUTES

Approve Minutes of May 10, 2017 Special Finance, Administration And Future Planning Committee Meeting

Member Wallace moved, seconded by Chair Gordon, to approve the Minutes of May 10, 2017 as submitted. The motion carried by unanimous voice vote.

ITEMS FOR DISCUSSION/ACTION

ActiveNet Processing and Transaction Fees - Approval

Superintendent Heiser gave a basic overview of the ActiveNet system and said that .75% of every transaction that gets put into the Park District system is paid as a transaction fee to cover licensing software. Also, there is a 2.25% fee for all credit card transactions. So, all these fees are deducted by ActiveNet and then they issue the Park District a check on a monthly basis. This year the fees totaled \$57,000 and only \$45,000 was budgeted. Superintendent Heiser said that they have to find some way to push some of these costs back onto the consumer and one of their big goals for 2018 is to increase the transaction rate online.

Superintendent Heiser explained that since they have started using ActiveNet they have had less overall charges. The licensing fees have gotten cheaper, but the credit card fees have increased slightly. He commented that maybe if they did incorporate a fee on the user, credit card use would go down and cash and checks would increase.

Member Wallace said an idea would be to increase prices and offer a 2% discount for cash. Maybe just assess a fee if the charge is more than \$100. All of this would have to be kept track of in the budget year to year, otherwise the fees would be lost in the program cost amount.

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There was further discussion as to how to recover some of the fees and when to start. An idea might be to charge a \$2.00 fee, starting in the fall, on all transactions over \$50 that are charged. This could be almost like a pilot program.

Executive Director Salski said that it is important to have a unified message from the Committee on which direction to go. Member Wallace commented that everyone knows that something needs to be done, but the way to go about it is not clear yet. Specifics are needed for training staff on how they are going to communicate this, how it is going to be presented online, and it is going to be important to be up-front about it. The Committee liked the idea of steps, but they were not sure where to draw the line.

Chair Gordon said it will be a key objective in the future for this Committee to set a primary goal to determine what exactly should be recommended to the Board.

Committee Application Process - Discussion

Executive Director Salski said that only one application has been received, but he hopes for more. The ultimate goal is for an August appointment. He will work on scheduling interviews as applications arrive.

Cost of Services/Subsidization Process - Discussion

Executive Director Salski said that staff and the consultant will give a two-hour financial report presentation at the Board Meeting on September 18th. The consultants will present their recommendations on what should be supported by taxpayer dollars and the percentage of cost recovery by Park District users on programs, etc.

Member Wallace commented that the experts should present their numbers and ask for the Board's opinion. The consultants spent extensive time with staff and their numbers should have a high rate of accuracy. He didn't want to see the Board get off track and critique each individual line item. Everyone agreed.

ADJOURNMENT

There being no further business, Member Wallace moved, seconded by Chair Gordon, to adjourn the meeting at 8:49 a.m. The motion carried by unanimous voice vote.

Approved this 4th day of August, 2017
Lake Bluff Park District