

**LAKE BLUFF PARK DISTRICT
FINANCE, ADMINISTRATION & FUTURE PLANNING COMMITTEE
MINUTES OF SPECIAL COMMITTEE MEETING
OCTOBER 13, 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 7:34 a.m. by Chair Gordon.

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

Member Charlie Roberts was absent with prior notice.

Also present were: Executive Director Ron Salski, Board President Rob Douglass and Committee Member George Russell.

Approval of Agenda

Member Wallace moved, seconded by Chair Gordon, to approve the Agenda, as amended, to add Item G. Communication, under Section III, and remove the Executive Session as requested by Executive Director Salski. The motion carried by unanimous voice vote.

Statement of Visitors – None

MINUTES

Approve Minutes of August 1, 2017 Special Finance, Administration and Future Planning Committee Meeting

Member Wallace moved, seconded by Chair Gordon, to approve the Minutes of August 1, 2017 as submitted. The motion carried by unanimous voice vote.

Approve Minutes of August 4, 2017 Special Finance, Administration and Future Planning Committee Meeting

Member Wallace moved, seconded by Chair Gordon, to approve the Minutes of August 4, 2017 as submitted. The motion carried by unanimous voice vote.

ITEMS FOR DISCUSSION/ACTION

2017 Tax Levy for the 2018 Budget – Discussion – Approval/Rejection

Executive Director Salski stated that this year's budget will be tight and without extra money from the tax levy, he will have to cut full-time staff. He said the CPI is 2.1% and it will mean an additional \$59,000 for the District. He gave the history of tax levies in the last several years: 2016 – one-half of the levy was taken, 2015 – the full levy was taken, 2014 one-half of the levy was taken, and 2013 – no tax levy was taken.

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Member Wallace said that the District needs the full levy this year and it is a reasonable amount. He said they also have to think about the future of the \$22 million Capital Plan and said they are trying to address golf and fitness and come up with strategies to improve these areas.

2018 Budget Timeline – Update

Executive Director Salski said that budget spreadsheets will be available the week of October 30th and he will set up a meeting the week of November 6th for a quick analysis.

Engagement Letter – Auditor - Approval

Executive Director Salski reported that Lauterbach and Amen have been the District's auditors since 2011. He noted that they have been great to work with and will hold their same fees for the next three years.

Member Wallace moved, seconded by Chair Gordon, to recommend to the Board of Commissioners to accept the proposal from Lauterbach and Amen for the next three years, 2017, 2018 and 2019, at the stated annual fee.

On the roll call, the vote was as follows:

AYE: B. Wallace, B. Gordon

NAY: None

ABSTAIN: None

ABSENT: C. Roberts

Motion carried.

Banking Services Proposal – Discussion

Executive Director Salski noted that it is part of the goals and objectives of the Strategic Plan to review banking services every three years. He said he received two proposals; one from MB Financial and another from Lake Forest Bank & Trust. He will review these proposals, compare fees and talk to Billy Casper staff about deposits, etc. He advised that Commissioner Mosbarger has to recuse himself from any discussions regarding this, because he is an MB Financial employee.

Executive Director Salski asked Committee Members if they wanted to be included on bank interviews. Members were in favor of Executive Director Salski and staff making a recommendation to the full Board and they did not want to be included in interviews.

Medical/Health Insurance - Update

Executive Director Salski advised that medical/health insurance came in higher than anticipated, because the District had some large claims. Currently there are four employees taking the high-deductible option and eleven taking the PPO.

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Cost of Services Model – Update and Discussion

Executive Director Salski said he is reviewing the Cost of Services details with all Commissioners. Cost of Services consists of three parts: categories, software and goals. He wanted everyone to seriously think about and be in agreement, with the different categories.

Member Wallace definitely wanted to see \$3.6 million of capital expenses identified in a Cost of Services report. He said that all of this will be public information and it should be documented in one place. He also wanted to see Beach listed as a separate category.

Executive Director Salski said that the Cost of Services final report will be presented at the November 13th Regular Board Meeting.

Communications

Executive Director Salski informed Members that staff is looking for assistance in communications and marketing strategies and they have proposals from two firms – PCI and Sikich. The cost will be approximately \$35,000 and it has been budgeted. The Facilities and Programs Committee recommended hiring an outside consultant, especially with declines in golf and the fitness center. Executive Director Salski said the consultant will look at everything and help the District to get the right messages out. Staff will hopefully have a contract ready for approval at the November 13th Regular Board Meeting.

ADJOURNMENT

There being no further business, Member Wallace moved, seconded by Chair Gordon, to adjourn the meeting at 8:35 a.m. The motion carried by unanimous voice vote.

Approved this 9th day of November 2017
Lake Bluff Park District