

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
MARCH 15, 2010**

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

Visitors: Ron Salski (Executive Director), Dave Peterson (Director of Facilities and Recreation Services), Rob Foster (Director of Golf & Park Maintenance), Janice Schnobrich, Brock Gordon, Barbara Annin, Dale Lomax, Kevin Considine

**1. CALL TO ORDER:**

President Gronau called the meeting to order at 6:33 p.m.

**2. ROLL CALL:**

The following Commissioners were present when the roll was called:  
Commissioners: Douglass, Ehrhard, McKendry, Nickels, President Gronau  
Commissioner Hart arrived at 6:34 p.m.

Absent with prior notice: None

**3. APPROVAL OF AGENDA:**

A motion was made by Commissioner Ehrhard and seconded by Commissioner McKendry to approve the agenda of March 15, 2010 as presented.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

**4. STATEMENT OF VISITORS:**

Janice Schnobrich outlined a proposal for expansion of the Active Adult classes for the fall of 2010 that was submitted to staff.

**5. APPROVAL OF MINUTES OF FEBRUARY 15, 2010 REGULAR BOARD MEETING**

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to approve the February 15, 2010 minutes as presented.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**6. APPROVAL OF MINUTES OF FEBRUARY 27, 2010 SPECIAL BOARD MEETING**

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to approve the February 27, 2010 minutes as presented.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**7. APPROVE INVOICE SCHEDULE: PERIOD ENDING MARCH 1 & 15, 2010**

A motion was made by Commissioner Ehrhard and seconded by Commissioner Douglass to approve the bills payable schedules for March 1, 2010 in the following amounts.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

GENERAL FUND	\$ 14,455.72
RECREATION FUND	\$ 18,969.46
LIABILITY INSURANCE FUND	\$ 29,102.50
PADDLE TENNIS	\$ 135.51
GOLF COURSE FUND	\$ 25,591.33
SWIMMING POOL FUND	\$ 290.00
FITNESS CENTER FUND	\$ 4,944.71
MASTER PLAN/CAPITAL FUND	\$ 420.00
FOR A TOTAL OF:	\$ 93,909.23

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to approve the bills payable schedules for March 15, 2010 in the following amounts.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

GENERAL FUND	\$ 5,424.66
RECREATION FUND	\$ 23,570.10
PADDLE TENNIS FUND	\$ 2,428.52
GOLF COURSE FUND	\$ 14,334.10
SWIMMING POOL FUND	\$ 415.00
FITNESS CENTER FUND	\$ 2,373.78
FOR A TOTAL OF:	\$ 48,546.16

## 8. MONTHLY BUDGET SUMMARY REPORT / TREASURER'S REPORT

### A. Monthly Budget Summary Report

Executive Director Salski explained the new "Budget Report – Summary by Fund" report. This report combines all the existing reports and summarizes expenses and revenue by fund. Executive Director Salski indicated that there is some margin of error when reporting in Excel. Staff will need to be diligent in checking.

Commissioners appreciated the new report and mentioned it is a great improvement. A suggestion was made by Commissioner Nickels to organize the report from highest fund to lowest fund significance or interest. Executive Director Salski mentioned that he will make sure to implement.

### B. Treasurer's Report

Executive Director Salski indicated the February 2010 month end cash balance is \$346,698.98 while the current balance as of today, March 15, is \$417,206.80. Executive Director supplied Commissioners with a breakdown of line items with each fund.

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to accept the "Budget Report – Summary by Fund" for financial reporting.

### **On the roll call, the vote was as follows:**

**Ayes:** Commissioners Douglass, Ehrhard, Hart, McKendry, Nickels, President Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

## 9. OLD BUSINESS / ACTION ITEMS

### A. Administer Oath of Office

New Commissioner Kevin Considine was administered the oath of office. Welcome Kevin.

### B. Swim Pool – Surge Tank Bid Results

On Thursday, March 11, 2010, a bid opening was held at the Recreation Center.

Bid results are: Maverick Pools, Inc \$ 27,500

Bullseye Contractors, LLC \$ 34,210

Grover Welding Company \$135,900

A 15% contingency was recommended for unseen costs associated with the project.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to accept the bid from Maverick Pools, Inc and authorize the Executive Director, on behalf of the Park District, to enter into an agreement not to exceed \$31,625 for the surge tank repair project as specified in the project manual dated February 26, 2010.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

**C. Swim Pool – Parent/Tot Alternatives**

Director Peterson updated the Commissioners as to the Parent / Tot alternatives discussed at the March 1 Committee of the Whole meeting. The tot pool will be filled with good quality sand for an approximate cost of \$1,080. A showering mechanism will be installed at the entrance to the tot pool allowing users to wash off sand before exiting, as required by state and local codes.

Dave mentioned inflatables will be provided in the south grass area of the pool for a cost of \$1,800 from June 5 – August 15, 2010. These will be rotated approximately every three weeks for a variety of fun.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to approve the purchase of sand for the tot pool area at an approximate cost of \$1,080 and rent inflatables for the south lawn at a cost of \$1,800.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

**10. NEW BUSINESS / ACTION ITEMS**

**A. Ordinance 2010-D**

By law, the Park District must submit to Lake County an Appropriation Ordinance by the end of the first quarter of the calendar year. This document discloses anticipated revenues including tax dollars and user fees as well as estimated operating and capital expenditures. It serves as a legal document holding the agency accountable to the anticipated disclosed expenditures. The auditor checks for compliance and reports any discrepancies in the annual audit.

A public hearing was held prior to the Regular Board Meeting relating to Ordinance 2010-D. No public comments were recorded. All Commissioners were in favor.

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to accept Ordinance 2010-D, the 2010 Budget and Appropriation Ordinance, disclosing all

necessary expenditures and liabilities in all of the District's funds for the calendar year beginning January 1, 2010 and ending December 31, 2010.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**B. Scout Aquatics Proposal Request**

Scout Aquatics has approached the Park District in regards to renting the 50-meter pool for practice time and hosting an intra-squad swim meet during the 2010 season. This was discussed at the March 1 Committee of the Whole meeting. Scout Aquatics has presented a revised proposal:

- 7 practice times resulting in \$1,400 rental revenue. Selected Sunday's from 9-11:00am and Tuesday, July 27 and Thursday July 29 from 7:30-9:00pm (only 2 lanes)
- Meet on June 13, 2010 from 9am-3:00pm resulting in \$1,000 revenue, barring inclement weather
- Lane line and lane extension reconditioning at the expense of Scout Aquatics.
- Park District staff will install four additional start blocks with reimbursement from Scout Aquatics.

Director Peterson mentioned the following:

- Sunday is not an issue for practices – requested times are before regular pool opening
- Two evening practices would only require 2 lanes – pool remains open to users
- Brochure does not indicate a pool closing on Sunday, June 13 – communication to residents will be essential
- Staff is requesting a Board decision in order to move forward

Commissioners Nickels, Considine, and President Gronau supported the Scout Aquatics request and feel that with good communication a late start on Sunday, June 13 will not be an issue.

Executive Director Salski indicated a letter will be sent to all residents updating them on the pool situation and the late start on June 13 can be included.

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to accept the revised Scout Aquatic proposal dated March 10, 2010.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**C. Lake Bluff Baseball Association Request**

Lake Bluff Baseball Association submitted a request on Tuesday February 23, 2010. The request was discussed at the March 1 Committee of the Whole meeting. Board members requested the Executive Director obtain the Village requirements on temporary and permanent signage. The Village Administrator approves temporary signage while permanent signage must be approved by the ABR (size, material and installation).

Commissioners Douglass and Nickels attended the Baseball Association meeting learning the Association is looking for temporary signs of approximately 5x5 and made of vinyl to place on the outfield fence.

Executive Director Salski recommended the Board consider parameters in regards to a possible Advertisement Policy.

A motion was made by Commissioner Nickels and seconded by Commissioner Hart to work with the Lake Bluff Baseball Association to develop a policy on signage coordinated with the Village and ABR with a completion goal for the 2010 baseball season.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**D. Beach Administration Policies**

**1. Beach Shelter Reservations with Alcohol:**

Executive Director Salski updated Commissioners on the status of allowing residents to use a Homeowners Policy for alcohol. Staff contacted RCP Insurance Company and IPARKS, he has learned that Homeowners policies may not be sufficient for alcohol coverage, however no legal opinion was given. Executive Director Salski will continue to research the use of a Homeowners Policy for alcohol; however, he is asking the Board to approve the purchase of the insurance rider.

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to approve the \$70 Beach Alcohol Insurance Rider fee for shelter rentals in 2010.

After further discussion the motion was amended:

An amended motion was made by Commissioner Hart and seconded by Commissioner McKendry to allow community groups with their own Liquor Liability Insurance, in the amount of \$2 million or more, and who must name the Park District as an additional insured, to not have to purchase the \$70 rider.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

## **2. Beach Shelter Reservations - Pricing:**

The Parks, Recreation Programs, and Facilities committee are concerned with the direct maintenance costs relating to shelter rentals. Therefore, two options are being presented for discussion and recommendation.

Executive Director Salski indicated that staff cleans the shelters on a daily basis whether the shelter is rented or not. However, staff does split and bring wood to the shelters at no cost. In previous years, staff received wood at no cost but anticipates the need to purchase wood in 2010. Staff recommended adding a \$25 charge if a Resident and/or Community Group request wood.

### **Option 1 - Local Community Groups & Residents**

Monday-Thursday and Friday until 4:00 p.m.	Free
Friday after 4:00 p.m. – Sunday	\$100

### **Option 2 – Local Community Groups & Residents**

Monday, Wednesday and Friday until 4:00 p.m.	\$35
Tuesday and Thursday	Free
Friday after 4:00 p.m. – Sunday	\$100

Commissioner Douglass was concerned about the consistency and continuity of policies being approved.

Commissioner Nickels advises on the process of changing policy so all reservation facilities are treated equally. President Gronau would like Executive Director Salski and Director Peterson to research the shelter rentals in regards to Community Groups and grandfathering based on the new policy.

A motion was made by Commissioner Hart and seconded by Commissioner Douglass to approve Option #2 with the following amendments: Monday-Thursday and Friday until 4:00 p.m. \$35, Friday after 4:00 p.m.-Saturday \$100, and Sunday \$50 for beach shelter 2010 pricing. Firewood will be supplied for free if requested.

### **On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau  
**Nays:** None  
**Abstain:** None  
**Absent:** None

## **3. Dog Passes:** Policy remained unchanged from 2009.

## **4. Beach Passes:**

Residents receive up to three free beach passes for family members residing at one address. One beach pass admits all family members and guests access to the beach. Non-resident passes are purchased individually – allowing only the pass holder to the beach or they may purchase a daily pass at a cost of \$10 per person to beach access.

The Parks, Recreation Programs, and Facilities met and revised the 2010 recommendation as follows:

- “One” beach pass admits all family members and guests access to the beach
- Allow residents to show a driver’s license or beach pass

Commissioner Douglass refers again to the consistency and continuity of policies. The community has been conditioned to follow policies recently implemented. The real issue is between policy and operations. Use of a beach pass or driver’s license is an operational question best left to staff’s discretion. The 2009 procedure of using beach passes, and a driver’s license as a backup was successful. A driver’s license should be considered a backup and not be a part of policy.

Commissioner Considine indicated that a hard rule is easier to enforce at the beach than using a judgment call. A consistent policy is easier to enforce and takes the burden off of young beach staff.

Commissioner Hart stated the purpose of a beach pass is to allow residents, who are paying Park District taxes, free access to the beach. A beach pass has no individual or family identification and is therefore easily transferred to non-residents. Since there are only a handful of streets not included in the Park District taxing body – simply allow driver’s licenses and make it easy on the residents. This will also reduce the number of non-residents at the beach who are using resident beach passes.

President Gronau indicated that all individuals without a driver’s license still need a beach pass.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to accept either a beach pass or driver’s license admitting all family members and guests to access the beach. Usage of a driver’s license for free access would be determined by Park District residency.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Ehrhard, Hart, McKendry, Nickels, Gronau

**Nays:** Douglass

**Abstain:** None

**Absent:** None

**5. Beach Membership / Daily Fee Pricing:** Policy remains unchanged from 2009.

**6. Beach Hours:**

Committee is asking for extension of the beach closing time from 10 p.m. to 12 a.m. (midnight) for adults.

A motion was made by Commissioner McKendry and seconded by Commissioner Ehrhard to allow adults, 18 years and older, to walk on the beach every day of the week until midnight.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Ehrhard, McKendry, Nickels,

**Nays:** Considine, Douglass, Hart, President Gronau

**Abstain:** None

**Absent:** None

Motion failed and policy remains unchanged from 2009.

#### E. Guest Behavior Policy

A Guest Behavior policy is established to address any guest's behavior that disrupts or interferes with any Park District activity and/or users and/or employees and/or risks the safety of any person. The policy takes into consideration potential American with Disability Act (ADA) claims or processes. This policy will be placed on the March 15 Regular Board agenda and if approved will be placed into the formal Administration Policy Manual.

A motion was made by Commissioner Ehrhard and seconded by Commissioner Hart to approve the Guest Behavior Policy dated March 15, 2010.

#### **On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

#### F. Board Policy Manual – Section 2.5

Commissioner Ehrhard drafted a letter to President Gronau, Vice President Hart and Executive Director Salski requesting the Board considers creating a Paddle Tennis Committee. President Gronau and Vice President Hart recommend forming a Paddle Tennis Committee consisting of two Board members.

A motion was made by Commissioner Hart and seconded by Commissioner Ehrhard to revise Section 2.5 of the Board Policy Manual and establish a Paddle Tennis Committee consisting of two Board members.

#### **On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

## **11. WRITTEN COMMUNICATIONS**

### A. Department Reports

Reports supplied to all Commissioners.

### Executive Director

Executive Director Salski discussed the request to extend the number of tent rentals and to extend the hours until midnight. Currently the Park District has 5 tent rentals until 11:00 p.m. – these are already booked for 2010.

Commissioners agreed that Executive Director Salski should contact the neighbors in regards to adding more 11:00 p.m. tent rentals with no discussion in regards to extending the hours. Findings will be brought back to the Board for further discussion and/or approval.

#### Staff

Director Peterson mentioned the following:

Job Fair: Will be held Saturday, March 20 for all summer positions

Easter Egg Hunt: Saturday, April 3 at 9:00 a.m.

It Happens Every Spring: Merchant event located downtown on May 8 – 10 a.m.- 4 p.m.

Rob Foster (Director of Golf & Park Maintenance) mentioned the following:

Ice damage: Several greens have damage – staff will work to repair these

Beach cleaner: repairs are finished

Sledding hill: new record for days sledding - 66

Ice rink: open 59 days – man hours 267 to maintain

#### B. Community Comments / Suggestions

None

## **12. VERBAL COMMUNICATIONS**

### A. Staff

Rob Foster mentioned the following:

Shared services with the school: The school needs to store landscape and parks equipment. Director Foster indicated they would require approximately 750 square feet of space in the parks building.

Skate park: Staff is concerned with the current conditions and has asked IPARKS to visit and review the skate park.

### B. Executive Director

Executive Director Salski mentioned the following:

Pool liner: The east end of the liner has pulled away from the foundation. John Dzarnowski will look at the liner situation tomorrow to discuss repair options.

Scout Aquatic Proposal: Thanks to Dave Peterson for his hard work

Requests: Per policy these need to be shared with Board

a: Mawman batting cage: relocation request due to noise

b: Active Adult proposal: Discussed in Visitors Comments of meeting. Staff has discussed and some good ideas were put forth.

July 4 Committee: Park District asked to be part of “Block Party” by running games in the Village Square

Community Groups: Lake Bluff Baseball Association & PTO

Pool Task Force Groups: Meeting underway with highest attendance in those 55+

### C. Park Foundation (FLBPDF)

The Foundation is working on a brochure to be mailed to the community. Plans are underway for the first Foundation fundraiser/party. The Summer Solstice will be held on June 19, 2010.

D. Future Planning Committee

None

E. Parks, Recreation Programs & Facilities Committee

None

F. Tri-Advisory and Intergovernmental Committee

None

G. Administration and Finance Committee

None

H. Golf Committee

President Gronau mentioned the Open House last weekend was successful.

I. President's Report

President Gronau has rescheduled the April 5 Committee of the Whole meeting to Monday, April 12, 2010. Committees will be rearranged to allow for the creation of the new Paddle Tennis Committee.

**13. EXECUTIVE SESSION**

A motion was made by Commissioner Hart, and seconded by Commissioner Nickels to move into Executive Session for the following reasons:

- A. Discussion of the meetings lawfully closed under 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).

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

Executive Session began at 9:21 p.m.

A motion was made by Commissioner Hart and seconded by Commissioner McKendry to move out of Executive Session.

**On the roll call, the vote was as follows:**

**Ayes:** Commissioners Considine, Douglass, Ehrhard, Hart, McKendry, Nickels, Gronau

**Nays:** None

**Abstain:** None

**Absent:** None

Executive Session ended at 9:25 p.m.

**14. ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION**

None

**On the roll call, the vote was as follows:**

**Ayes:** None

**Nays:** None

**Abstain:** None

**Absent:** None

**15. ADJOURNMENT**

There being no further business, a motion was made by Commissioner Hart and seconded by Commissioner McKendry to adjourn the meeting at 9:25 p.m. The motion carried by unanimous vote.

Approved this 19 day of April 2010  
Board of Commissioners  
Lake Bluff Park District