

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR COMMITTEE OF THE WHOLE MEETING  
DECEMBER 5, 2016**

The Regular Committee of the Whole Meeting of the Board of Commissioners 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 6:30 p.m. by President Douglass.

The following Commissioners were present when the roll was called: S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace and President R. Douglass.

Staff members present were Ron Salski, Executive Director; Sarah Bagley, Human Resources Manager; Jim Lakeman, Superintendent of Recreation, Safety and Outreach Services; Ed Heiser, Superintendent of Facility Services; Rob Foster, Superintendent of Golf, Park and Facility Maintenance; Micah Kamin, Facility Maintenance Services Manager; Maria Ferretti, Guest Services Manager; Jeff Spillman, Communications and Promotions Manager; Tim Rochford, Fitness and Healthy Lifestyle Manager; Eric Moran, Racquet Sports and Facility Services Manager (present at 7:20 p.m.); Noah Mach, Park Services Manager; Sandy Burke, Recreation Services Manager; Dana Hansen, Preschool and Early Childhood Director; and Marcia Jendreas, Recording Secretary.

Also present were Ann Vanvooren from Lauterbach & Amen LLC; Rich Rothmann, Bookkeeper; Dominick Flood, Billy Casper Golf; Niki Walsh, Committee Member; George Russell, Committee Member and resident Bill Sommers.

**Approval of Agenda**

President Douglass amended the Agenda by removing the Executive Session.

Commissioner Wallace moved, seconded by Commissioner McKendry, to approve the December 5, 2016 Agenda, as amended.

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**Statement of Visitors** – None

**Regular Board Meeting of December 5, 2016**

**PUBLIC HEARING**

**A Public Hearing to Approve a Proposed 2016 Property Tax Levy Increase for Lake Bluff Park District for 2017 Budget Year**

President Douglass asked that a motion be made to open the Public Hearing.

Commissioner Wallace moved, seconded by Commissioner McKendry, to open the Public Hearing, at 6:31 p.m., to approve a Proposed Property Tax Levy Increase for Lake Bluff Park District for 2017 Budget year.

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

President Douglass announced that the Public Hearing was open to receive public comments on the proposed Tax Levy and explained that all persons desiring to be heard will have the opportunity to present written or oral testimony at this time. No one came forward with any written or oral testimony.

Executive Director Salski said that the C.P.I. is .7% and the impact to the tax bill of a home with an assessed valuation of \$500,000 would be between \$6.00 and \$8.00. The total amount brought in to the Park District would be \$26,000.

President Douglass asked if there were any comments from Park Commissioners and there were none.

Commissioner Mosbarger moved, seconded by Commissioner Gronau, to adjourn the Public Hearing at 6:34 p.m.

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

## Regular Board Meeting of December 5, 2016

### DISCUSSION

#### 2017 Budget – Discussion

Executive Director Salski stated that a different approach has been taken to the Budget than in previous years, because the Committees have reviewed and discussed pricing and operations. In addition, staff, Board and Committee Members discussed priorities/projects at the October Board Workshop.

Executive Director Salski said that the PowerPoint Presentation tonight would include discussion on: Vision & Values, Executive Summary, Financial Summary, Tax Levy, Small Fund Summary, Master/Capital Plan Fund, General Fund, Recreation Fund and Small Capital Fund. He noted that staff makes sure that all programs adhere to the District's Vision Statement which is "Strengthening the Spirit of Community".

Executive Director Salski highlighted the values and core areas of the 2015-2019 Strategic Plan. Highlights and assumptions of the Executive Summary include a balanced budget, realistic revenues, C.P.I. (new construction included) and new revenue sources. The potential budgetary risks include golf course revenues, beach revenues, lean expenses and transaction fees.

Rich Rothmann said the 2016 projected District-wide net operating loss is \$277,616 a result of accrual accounting. Decreased revenues can be offset by controlling expenses. Without accruals, the District would anticipate an estimated \$20,000 net operating deficit.

Ann Vanvoren explained that the 2017 Budget shows a District-wide net operating income of \$591.00, an 11.6% increase in total operating revenues, 6.8% decrease in part-time employee wages and a 2.9% increase in full-time employee wages. She also addressed fund balances.

Executive Director Salski noted that the financial summary shows where the revenues are going. He explained that the tax levy of 0.7% C.P.I. would produce an increase of \$6 to \$8 on a home with a fair market value of \$500,000. He gave a summary of the small funds.

Executive Director Salski provided balances for master/capital plan funds which include: 2013 Bond, Sunrise Park & Beach, 2015 Bond, General Reserves and Potential OSLAD Grant. He advised that he received some quotes on getting a Communitywide Survey and the Park District's share would be approximately \$10,000.00.

Commissioner Mosbarger expressed his concern about spending \$85,000 from General Reserves, on consultant fees. Executive Director Salski said that the plan here is what is necessary to make the goals of the strategic plan. Commissioner Mosbarger recommended reducing the amount to \$50,000 and allowing the Executive Director to decide the projects.

Commissioner Wallace suggested reducing the amount to \$50,000 and use impact fees for the rest. If the impact fees do not come in, then the money will not be spent. Executive Director Salski said he could then postpone a project, such as the website design, until funds are available. He said he wanted the Board to be aware that this is what would happen if impact fees do not come in and all Commissioners were in agreement that Executive Director Salski would make the necessary decision.

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President Douglass called for a break at 7:25 p.m. He called the meeting back to order at 7:34 p.m.

Sarah Bagley advised that staff wage increases were kept to 3%, in order to be competitive with other employers and this is also according to “industry standards”.

Jeff Spillman addressed Communications and Promotion Services and said additional IT services would allow staff to work more on marketing and promoting Park District programs, pool and fitness. He said by making some adjustments, brochure printing costs will be reduced by \$11,800.

Rob Foster commented that Park Maintenance has a very lean budget for 2017. He said maintenance staff has been restructured and will be shared between two departments. The restructuring should help to retain current staff and attract new employees.

Maria Ferretti advised that they are implementing the restructuring of staff within Guest Services with little change in expenses. They are also committed to ongoing continuing education.

Jeff Spillman noted that the idea of adding a convenience/transaction fee for credit card payments will be brought to the Finance Committee in January.

Ed Heiser spoke about Facility Services and said the responsibilities of the Gym Supervision position will be restructured and staff will focus on increasing rental revenues.

Rob Foster listed the Small Capital Expenditures as: Artesian Park dugout roof replacement, Artesian Park shelter roof repair, beach (south shelter) fireplace repair, pool diving board fulcrums, pool wood fencing replacement and preschool child-proof electric heaters. Noah Mach gave details on the fireplace repair and Micah Kamin explained the necessity of the electric heaters.

Jim Lakeman addressed Recreation Programming and said there would be a 28% fee increase on Day Camp to recover swim lesson and afternoon pool usage expenses.

Noah Mach and Micah Kamin exited the meeting at 8:00 p.m.

Sandy Burke explained that staff checked fees for swim lessons and day camp for surrounding communities. Most charged an additional fee for swim lessons outside of day camp fees.

Jim Lakeman said there would be a 15% increase on spring dance classes to recover costume and recital expenses.

Niki Walsh suggested emailing parents to notify them of the increases and what fees include.

A discussion ensued about the idea of taking costumes out of the fee and having parents pay for them separately. Everyone was in agreement of this change and parents will be notified accordingly.

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Sandy Burke noted that there would be a 3% fee increase on all general, enrichments, fall dance classes and athletic programs. After School Care Programs would also have a 4.2% price increase.

Dana Hansen gave details about a new intergenerational program called PALS, in which seniors interact with the preschool children. She also advised that staff is planning the first annual volunteer recognition event with a celebration either at the pool or beach.

Maria Ferretti and Jeff Spillman exited the meeting at 8:16 p.m.

Jim Lakeman advised that, at Sunrise Park, the non-resident dog tag permit daily fee would be increased from \$10 to \$12 and the Beach Shelter fee structure would be increased and simplified. He said Bluffinia concerts were discussed and the 4th of July Committee expressed an interest in partnering with the Park District to have a concert on the beach on July 4th.

Ed Heiser stated that there has been a lot of competition with new fitness centers opening in the area this past year. He said they need to establish a new identity and make changes to the fees. They are working on a plan and staff will present it to the Board in March or April.

Tim Rochford explained that the new Fitness Center plan, "Active Living Every Day", has to be consistent and reactive. He said there are three methods of marketing: brochures, flyers, posters; website and direct emails; and social media. They need to target specific populations, stress the importance of personal training, establish assessments for individuals and develop wellness programs. They are also planning a series of six Fitness Challenges during 2017.

Eric Moran highlighted the Racquet Sports program and said the District teams drive the Paddle Club. The new Fourth Court will definitely help grow the program, along with marketing and communications and he will reach out to other teams that need more courts.

Jim Lakeman advised that staff will focus on wading pool rentals, membership fees and swim team registrations. There will be an increase in day camp transfers and lane line rentals.

Eric Moran exited the meeting at 8:50 p.m.

Ed Heiser gave an overview of the Golf Club and said there was a \$92,000 improvement from last year. He said staff now needs to focus on membership retention, purchase/lease golf carts, continue "silver" maintenance and the equipment replacement program.

Dominick Flood said that a program implemented this past year was "demand-based" greens fees, which were priced on line and were lower than standard rates. They have an ever-expanding customer data base which includes first time players. They will work on membership retention, increasing event rounds and plan new events in-house. He said it is important to offer a great product at competitive pricing and they are striving for a 10% increase in rounds for 2017, which will also mean an increase in revenue.

Ed Heiser said staff will come to the Board in January with detailed information pertaining to purchasing or leasing new golf carts.

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Rob Foster advised that new equipment needed for the golf course for 2017 includes two greens mowers and one rough mower. He noted that they will continue to perform a “silver level” of maintenance and the service level may be more noticeable in 2017.

Executive Director Salski said that the 2017 Budget will be on the December 12th Regular Board Meeting Agenda for approval.

**VERBAL COMMUNICATIONS** – None

**EXECUTIVE SESSION** – None

**ADJOURNMENT**

There being no further business, motion was made by Commissioner Mosbarger, seconded by Commissioner Gordon, to adjourn the meeting at 9:15 p.m. The motion carried by unanimous voice vote.

Approved this 12th day of December, 2016  
Board of Commissioners  
Lake Bluff Park District