

**LAKE BLUFF PARK DISTRICT
FINANCE, ADMINISTRATION & FUTURE PLANNING COMMITTEE
MINUTES OF SPECIAL COMMITTEE MEETING
NOVEMBER 9, 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 7:30 a.m. by Chair Gordon.

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

Also present were: Executive Director Ron Salski, Superintendent Ed Heiser and Superintendent Rob Foster.

Approval of Agenda

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

Statement of Visitors – None

MINUTES

Approve Minutes of October 13, 2017 Special Finance, Administration and Future Planning Committee Meeting

Member Wallace moved, seconded by Chair Gordon, to approve the Minutes of October 13, 2017 as amended on page 3, paragraph 1, to show that the \$3.6 million of capital is for the golf course only.

On the roll call, the vote was as follows:

AYE: B. Wallace, B. Gordon

NAY: None

ABSTAIN: C. Roberts

ABSENT: None

Motion carried.

ITEMS FOR DISCUSSION/ACTION

Communications Strategy – Public Communications, Inc. – Approval

Executive Director Salski explained that he and President Douglass discussed the need for a communications consultant to convey information about Park District operations and programs such as the Communitywide Survey, Cost of Services, Capital Plan, Golf Course and the Health & Fitness Strategy and/or program service and/or facility issues. Staff felt Public Communications, Inc. was a good fit for the District. Approximate cost would be \$25,000 to \$35,000 and it would be put into the 2018 Budget. Mr. Salski said it would be stipulated that Jill Allread would personally conduct the Board trainings.

Member Wallace moved, seconded by Member Roberts, to recommend to the Board of Commissioners that the contract with Public Communications, Inc. be approved at a total cost not to exceed \$35,000 and periodic reporting of expenses should be made to the Finance, Administration & Future Planning Committee.

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On the roll call, the vote was as follows:

AYE: C. Roberts, B. Wallace, B. Gordon

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Banking Services Proposal – Approval

Mr. Salski said proposals for District banking services were sought from five banks. After staff reviewed the proposals, it was felt that there was no compelling reason to switch banks at this time. He noted that MB Financial was more advanced in technology than Lake Forest Bank and Trust and suggested that the District renew services for a period of three years and then re-assess the technology issue.

Chair Gordon moved, seconded by Member Wallace, to recommend to the Board of Commissioners that Lake Forest Bank and Trust be retained for a period of three years.

On the roll call, the vote was as follows:

AYE: C. Roberts, B. Wallace, B. Gordon

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

2018 Budget – Discussion

Mr. Salski reported that the tax levy has been added into the 2018 Budget. He said there are some major challenges with the Recreation Fund balance and staff needs to determine a strategy to build the numbers back up. He noted the budget can always be amended in 2018 and until a Capital Plan is done with Sikich LLP in January, capital amounts cannot be added to the budget.

Member Wallace commented that he felt the proposed budget is pretty reasonable. It is not over-shooting revenues, CPI is 2.1%, and cost recovery is reasonable.

Superintendent Heiser said that the paddle hut fireplace needs work and chairs and tables need to be replaced, at a cost of approximately \$14,000.

Mr. Salski noted that the District has not been fully staffed in several years, so money has been saved there.

Superintendent Heiser said that the golf membership fees have been increased 2.2% for next year. He noted the biggest challenge in 2018 is recovering from the flooding this year.

Member Roberts asked about cross-country skiing and the cost to maintain the ice for hockey. Mr. Salski said tracks have been put on the ATV and it pulls the groomer. Superintendent Foster said that they no longer have attendants for the hockey rink and doors for the building are on timers so the skaters will have access.

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Cost of Services Model – Discussion

Mr. Salski said the main thing that has to be determined for the Cost of Services Model is if the categories and percentages are okay, as they relate to taxpayer dollars.

Questions and ideas raised were beach, camps and preschool in the correct categories; are camps and preschool considered enrichment services; should the District make a profit if they are providing a specialized service; what should be subsidized by taxes; maybe ice hockey should not continue because the expense is so high.

Mr. Salski said all these concerns should be raised at the Board Meeting on November 13th.

EXECUTIVE SESSION

Chair Gordon moved, seconded by Member Wallace, to enter into Executive Session, at 8:25 a.m., for the purpose of discussion of the meetings lawfully closed under the 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 ILCS120/2(c)(21).

On the roll call, the vote was as follows:

AYE: B. Wallace, C. Roberts, B. Gordon

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

The special meeting reconvened at 8:30 p.m. with the following persons present: B. Wallace, C. Roberts, B. Gordon, and R. Salski.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION – None

ADJOURNMENT

There being no further business, Member Wallace moved, seconded by Member Roberts, to adjourn the meeting at 8:30 a.m. The motion carried by unanimous voice vote.

Approved this 31st day of May 2017
Lake Bluff Park District