

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
SEPTEMBER 16, 2013**

The Regular 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 Considine.

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

Commissioner K. McKendry was absent with prior notice.

Staff members present were Ron Salski, Executive Director; Jim Lakeman, Superintendent of Recreation, Safety, and Outreach Services; Ed Heiser, Superintendent of Facility Services & Head Golf Professional; and Rob Foster, Superintendent of Golf & Parks Maintenance.

Also present was resident Janice Schnobrich.

Approval of Agenda

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to approve the September 16, 2013 Agenda as submitted.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Statement of Visitors - None

Approve Minutes of August 19, 2013 Regular Board Meeting

Commissioner Douglass moved, seconded by Commissioner Ehrhard, to approve the Minutes of the August 19, 2013 Regular Board Meeting, as amended, to show Commissioner Ehrhard returned to the meeting for Executive Session.

On the roll call, the vote was as follows:

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AYE: R. Douglass, S. Ehrhard, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: K. Gronau

ABSENT: K. McKendry

Motion carried.

Approve Minutes of September 9, 2013 Committee of the Whole Meeting

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve the Minutes of the September 9, 2013 Committee of the Whole Meeting, as submitted.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Director Salski said that many residents have been asking about the NSSD project, and he noted that they can view the video of the NSSD presentation at the September 9th Meeting, on the Lake Bluff Park District website.

CONSENT AGENDA

Approve Invoice Schedule for the period ending September 1, 2013

Approve Invoice Schedule for the period ending September 16, 2013

Commissioner Gronau moved, seconded by Commissioner Gordon, to accept the items on the Consent Agenda as presented.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Commissioner Wallace moved, seconded by Commissioner Douglass, to approve the items on the Consent Agenda as presented.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine

NAY: None

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ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

FINANCE

August – Monthly Financial Report

Director Salski reported that the August beginning Pooled Cash was \$1,743,464.35. As of August 31, 2013, the total liabilities, equity and surplus (Pooled Cash) was \$1,937,759.04.

During the month of August, the District was \$542,336.78 favorable. The Master/Capital Fund was the major contributor to being favorable. The District received bond revenue, for debt restructure, of \$504,817.07 during the month. He reviewed the other funds.

Superintendents Lakeman, Heiser, and Foster presented information on the maintenance, golf, recreation, programs, and health and fitness funds.

Commissioner Gordon moved, seconded by Commissioner Wallace, to accept the August, 2013 Financial Report.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Purchase Cards – Ratification

Director Salski reported that August 2013 purchases were \$45,572.06 versus August 2012 purchases which were \$35,458.74.

Commissioner Douglass moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$45,572.06.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

OLD BUSINESS

Strategic Plan – Update

Director Salski reported that the Strategic Plan was adopted in 2011 and, as part of the implementation guidelines, he outlined the following suggestions: regular reporting of the Plan’s progress should occur, and the Park Board of Commissioners should review the Plan progress on a quarterly basis.

Director Salski reviewed the Strategic Plan and highlighted the objectives for Customer Perspective Theme: Top Box Satisfaction; and Financial Perspective Theme – Financial Stability. He noted that Superintendent Lakeman is working on developing a Program Master Plan and there are a lot of things in progress. Director Salski would also like to schedule a “State of the Park District Address” and make all this information available to residents.

NEW BUSINESS/ACTION ITEMS

Ordinance 2013-I – Declaration of Surplus Personal Property & Authorization for Disposal

Director Salski explained that according to State Statute, the Park District disposes of property it deems to be of no use to the Agency. Most of the property has some value, but if it can’t be auctioned, the District will dispose of it in the most economical method possible.

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve Ordinance 2013-I – Declaration of Surplus Personal Property and Authorization for Sale, Trade-in or Disposal.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Resolution 2013-J – Approving the Establishment of a Joint Task Force with the City of Lake Forest to Explore Shared Services & Capital Opportunities Related To Parks & Recreation

Director Salski explained that President Considine and Lake Forest Mayor Don Schoenheider met with the City and Park District this summer to discuss the challenges in each community for addressing future parks and recreation capital needs and services. The outcome of this meeting was Resolution 2013-J which recommends the establishment of a Joint Task Force that creates the opportunity to explore possibilities related to capital, land use, and shared services that will permit both communities to continue to deliver quality recreation services in the face of challenging economic times.

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Director Salski said the Task Force will be comprised of eight members: four representatives from each community, with a minimum of two positions from each community to be residents-at-large. Information about applying for one of the open positions is on the Park District website or available at the Recreation Center.

Commissioner thought the Task Force was a great and very progressive idea.

Commissioner Douglass moved, seconded by Commissioner Wallace, to approve Resolution 2013-J approving the establishment of a Joint Task Force to explore shared services and capital opportunities related to parks and recreation with the Lake Bluff Park District.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Direct Energy – Agreement - Approval

Director Salski stated that the Park District has been working with an Energy Consultant, Lower Electric, LLC regarding reducing electric supply costs. It has been determined that the Agency has an opportunity for future savings if it locks in a price of less than \$.06 now, with Direct Energy, for a term of 32 months.

After some discussion, Commissioners felt it was a good idea to lock in the price while it is low.

Commissioner Douglass moved, seconded by Commissioner Wallace, to authorize the Executive Director to enter into an agreement with Direct Energy for a period of 32 months, beginning January 2014.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Ms. Schnobrich exited the meeting at 7:25 p.m.

WRITTEN COMMUNICATIONS

Community Comments/Correspondence

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Written information was provided to Commissioners and placed on file by Director Salski.

VERBAL COMMUNICATIONS

Staff: Superintendent Lakeman provided information on the Adopt-a-Beach event on Saturday, September 21st at Sunrise Park and Beach, and gave final statistics for beach attendance.

Superintendent Foster reported that PDRMA conducted its first official audit on Golf Operations and the Agency earned a score of 95.09%. He noted that the golf course has 1,000 trees, and 28% are ash trees. They are removing the worst infected trees first, and are thinking of developing a tree memorial program to help with the cost of replacement.

Superintendent Heiser listed recent golf events, said the Fitness Center purchased eight new flat screen televisions, and noted that Paddle Ball participants are working on filling eight teams.

Executive Director Report: Director Salski informed Commissioners that the Agency's OSLAD Grant application is under review and they should receive some feedback in about two weeks. He commended Superintendent Foster and the sealcoating contractor for getting the parking lot done in a quick and efficient manner. He reported that the tree inventory is on schedule and the bid on the Bluff should be ready in October.

Director Salski said that a timekeeping system for employees is badly needed and he will address it in the budget process. He reported that Friends of Lake Bluff Parks netted \$10,000 from the Block Party.

Finance, Administration and Future Planning Committee – Commissioner Douglass said that the Committee is putting some final touches on the Capital Plan, and a special meeting will be needed in the near future.

Facilities and Programs Committee – The Committee is almost complete with their review and will make a formal presentation at the October Board Meeting.

Commissioner Comments – None

President's Report – None

EXECUTIVE SESSION

Commissioner Ehrhardt moved, seconded by Commissioner Gronau, to adjourn into Executive Session, at 7:49 p.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 ILCS 120/2(c)(21).

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine

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NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

The regular meeting reconvened at 7:51 p.m. with the following persons present: R. Douglass, S. Ehrhard, K. Gronau, B. Gordon, R. Wallace, K. Considine, R. Salski, J. Lakeman, R. Foster, E. Heiser, and M. Jendreas.

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

ADJOURNMENT

There being no further business, motion was made by Commissioner Gronau, seconded by Commissioner Wallace, to adjourn the meeting at 7:52 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Kevin Considine, President

Ron Salski, Secretary

Marcia Jendreas, Recording Secretary

Approved this 21st day of October 2013
Board of Commissioners
Lake Bluff Park District