

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
AUGUST 19, 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, B. Gordon, R. Wallace, and President K. Considine.

Commissioners K. Gronau and K. McKendry were 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 were residents Janice Schnobrich, R. Pickel, and P. Clifford Miller.

Approval of Agenda

Commissioner Ehrhard moved, seconded by Commissioner Douglass, to approve the August 19, 2013 Agenda as submitted.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau, K. McKendry

Motion carried.

Statement of Visitors - None

Approve Minutes of July 15, 2013 Regular Board Meeting

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to approve the Minutes of the July 15, 2013 Regular Board Meeting.

On the roll call, the vote was as follows:

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

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NAY: None

ABSTAIN: None

ABSENT: K. Gronau, K. McKendry

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending August 1, 2013

Approve Invoice Schedule for the period ending August 19, 2013

Commissioner Douglass 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, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. Gronau, K. McKendry

Motion carried.

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

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau, K. McKendry

Motion carried.

FINANCE

July – Monthly Financial Report

Director Salski reported that July's beginning Pooled Cash was \$2,065,205.39. As of July 31, 2013, the total liabilities, equity and surplus (Pooled Cash) was \$1,743,464.35.

During the month of July, the District was \$23,590.74 unfavorable. The Liability Fund was the major contributor to being unfavorable. The District expensed \$66,536.50 in Unemployment expense to PDRMA. He reviewed the other funds.

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

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Commissioner Gordon moved, seconded by Commissioner Douglass, to accept the July, 2013 Financial Report.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau, K. McKendry

Motion carried.

Purchase Cards – Ratification

Director Salski reported that July 2013 purchases were \$44,940.60 versus July 2012 purchases which were \$32,783.65.

Commissioner Wallace moved, seconded by Commissioner Gordon, to ratify the Purchase Card payment of \$44,940.60.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau, K. McKendry

Motion carried.

NEW BUSINESS/ACTION ITEMS

Paddle Tennis – Fourth Court Fundraising - Approval

Superintendent Heiser gave background information on the Paddle Tennis Club and said it has reached capacity for a three court facility. Staff determined it was in the best interest to receive bids for the construction of a fourth court, and retained FGM Architects to prepare the bid documents. One bid was received from Total Platform Tennis for \$97,600.00, and the total project has a budget of \$117,400.00.

Resident Randy Pickel said that the Park District has a fantastic Paddle Tennis facility and the teams are doing great. He advised that members have indicated an interest to fundraise for the total cost of the project. Fundraising efforts would begin at the start of the upcoming season and all donations would be processed through the Friends of Lake Bluff Park Foundation.

Commissioners felt that there was a limited risk and the program will generate additional revenues in the future.

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Commissioner Ehrhard moved, seconded by Commissioner Douglass, to accept the fundraising plan of \$117,400 and permit the donation incentive plan allowing for complimentary and discounted memberships, with court naming rights for a period not to exceed three years, and require approval from the Board of Commissioners.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau, K. McKendry

Motion carried.

Sunrise Park and Beach – Bluff Restoration and Maintenance - Approval

Director Salski explained that at the July 20th Board Meeting, the Board authorized him to provide three financial options for Bluff Restoration and Maintenance: Option 1 - \$25,000; Option 2 - \$50,000; and Option 3 - \$75,000. He said the Garden Club donated \$2,000 toward the project, the Park District budgeted \$8,00 for tree removal and has \$9,000 savings from the seal coating bid. Total available dollars total \$19,000. In addition, the Board has not allocated any sale of property funds.

Cliff Miller described what each option would allow the Park District to do. He said the focus would be on the Mesic Forest first and then the bluff. The higher quality areas would be worked on first in order to prevent further degradation.

After a lengthy discussion among Commissioners, it was decided to spend between \$50,000 and \$75,000 on the first phase. Cliff Miller, of Landscape Artistry, would serve as the Project Manager assisting with the Bid Process and supervising the project. Bid results will be brought to the Board for final approval and there will be further discussion, at that time, on the funding issue. Temporary signage stating “Native Area Restoration” will be posted.

Sunrise Park and Beach – Tree Inventory - Approval

Director Salski stated that a tree inventory provides valuable information when focused on a specific park and/or location, and the Park District has not done one in the past. He said staff developed a Request for Proposal (RFP) and received four responses.

Director Salski commented that staff attempts to utilize local businesses, when possible, and Native Restoration Services is a local Lake Bluff business, and submitted a bid of \$8.40 per tree (approximately \$4,368.00). He said a \$468.00 donation has also been received from a resident.

Commissioner Ehrhard moved, seconded by Commissioner Douglass, to authorize the Executive Director to enter into an agreement with Native Restoration Services, Inc. at a cost not to exceed \$4,500.00.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

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

Sealcoat, Crackfill and Traffic Paint Project – Bid Results

Superintendent Foster stated that seven bids were received for the Sealcoat, Crackfill and Traffic Paint Project. The low bidder was Patriot Pavement and their references were favorable.

Commissioner Gordon moved, seconded by Commissioner Wallace, to accept the Sealcoat, Crackfill and Traffic Paint Bid from Patriot Pavement, in the amount of \$16,200, plus 10% contingency, and not to exceed \$17,820.00.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

Medical/Health Insurance – Employee Contribution - Approval

Director Salski explained that the Park District is enrolled in the Village of Lake Bluff Medical/Health Insurance Plan and the rates are determined in early August. In 2012 and 2013, the Park District kept the employee contribution rate at 20%. He said the rate is now increasing 10.72%, so staff is recommending an increase in the employee contribution from 20% to 22%. The HSA Account would remain as is.

Commissioner Douglass moved, seconded by Commissioner Wallace, to approve raising the Employee Contribution to 22% of the Employer Premium.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau, K. McKendry

Motion carried.

Ordinance 2013-F – Cell Phone Use for District Officials – Approval

Director Salski said a client alert was received from the Park District Attorney regarding text messages between members of a public body sent or received during a board meeting. The text messages were releasable under FOIA and this ruling applied to both government-owned devices and privately owned cell phones and devices. He said Ordinance 2013-F amends the Board Policy Manual to govern the use of electronic devices by Park Board members in communicating about “public business”, whether through the use of government-owned or private devices.

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve Ordinance 2013-F and amend the Board Policy Manual, Section 10.1, as stated in Ordinance 2013-F.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau, K. McKendry

Motion carried.

WRITTEN COMMUNICATIONS

Community Comments/Correspondence

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

VERBAL COMMUNICATIONS

Staff: Superintendent Lakeman provided information on the aquatic facility, the recent PDRMA audit, and beach attendance.

Superintendent Foster reported that there have been a lot of events this year and his managers and staff have been doing a great job all year long.

Superintendent Heiser listed recent golf events, and gave information on the Fitness Center purchasing eight new flat screen televisions. He said a Pickel Ball open house will be scheduled soon.

Executive Director Report: Director Salski informed Commissioners that Craig Culp, Director of NSSD, will give a presentation at the Committee of the Whole Meeting on September 9th, regarding their proposed facility project. He said staff has been working on the Capital Plan, and budget meetings will begin in October. He thanked the entire staff for a great summer.

There were no Committee Reports.

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Commissioner Comments – There have been positive comments from residents on the renovated skatepark.

EXECUTIVE SESSION

Commissioner Gordon moved, seconded by Commissioner Wallace, to adjourn into Executive Session, at 8:30 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, B. Gordon, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. Gronau, K. McKendry

Motion carried.

Commissioner Ehrhard exited the meeting at 8:31 p.m. and entered at 8:32 p.m.

The regular meeting reconvened at 8:32 p.m. with the following persons present: R. Douglass, B. Gordon, R. Wallace, K. Considine, Susan Ehrhard, 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 Douglass, seconded by Commissioner Wallace, to adjourn the meeting at 8:33 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Kevin Considine, President

Ron Salski, Secretary

Marcia Jendreas, Recording Secretary

Approved this 16th day of September 2013
Board of Commissioners
Lake Bluff Park District