

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
FEBRUARY 25, 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, B. Gordon, K. Gronau, K. McKendry, R. Wallace, and President K. Considine.

Staff members present were Ron Salski, Executive Director; Ed Heiser, Asst. Golf Operations Manager; and Rob Foster, Director of Golf & Parks Maintenance.

Also present was resident Janice Schnobrich.

Approval of Agenda

Director Salski listed the following changes to the Agenda:

Under New Business/Action Items, add:

- A. *School District 65 class presentation*
- B. *Personnel Policy Manual – 4.2 Vacation – Amendment*
- C. *Remove Committee of the Whole Meeting – March 4 – Cancelled from Agenda*
- D. *2012 Tax Levy Abatement*

Under Executive Session, add the following:

C. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member per 5 ILCS 120/2(c)(12).

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the February 25, 2013 Agenda as amended above.

On the roll call, the vote was as follows:

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

NAY: None

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ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

Statement of Visitors - None

Approval of Minutes of January 28, 2013 Regular Board Meeting

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the Minutes of the Regular Board Meeting of January 28, 2013, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

Commissioner S. Ehrhard now present at 6:37 p.m.

CONSENT AGENDA

Approve Invoice Schedule for the period ending February 1, 2013

Approve Invoice Schedule for the period ending February 25, 2013

Commissioner Gordon moved, seconded by Commissioner Wallace, 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, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Commissioner Gronau moved, seconded by Commissioner Douglass, to approve the Consent Agenda as presented.

On the roll call, the vote was as follows:

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

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NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

FINANCE

December – 2012 and Unaudited 2012 Year-End Financial Report

Director Salski reported that the year-end cash position is \$905,090.13.

Overall, the Park District was \$38,684.00 favorable of budget. The General Fund contributed \$9,000, the Debt Service Fund contributed \$34,000.00, and the Recreation Fund as a group cost the District \$4,000.00. He reviewed the other funds.

Staff members Ed Heiser and Rob Foster presented their reports and gave a brief review of their fund activity. Manager Heiser reminded everyone about the Golf Club Open House on March 16th.

Commissioner Gordon moved, seconded by Commissioner McKendry, to accept the Treasurer's Report as presented.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

Purchase Cards – Ratification

Commissioner Douglass moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$33,214.69.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

NEW BUSINESS/ACTION ITEMS

School District 65 Class Presentation - None

Personnel Policy Manual – 4.2 Vacation - Amendment

Director Salski explained that Section 4.2 of the Personnel Policy Manual, regarding Vacation for seasonal employees who have worked a minimum of 1,000 hours per calendar year, was inadvertently removed when the 2012 version was prepared. It stated that all vacation time which is not used by the end of the calendar year after it has been accrued, will be forfeited. Eligible part-time employees may not carry over vacation time from one calendar year to the next.

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to update the Personnel Policy Manual, Section 4.2, to include language about seasonal employees' vacation, as outlined above.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

2012 Tax Levy Abatement

Director Salski explained that the 2012 CPI (Consumer Price Index) was 1.7%, and the 2013 CPI is 3.0%. During the 2012 Budget Process, Board and staff discussed the possibility of abating the 2012 tax levy pending the anticipated 2012 CPI that will be used for the 2013 tax levy. He asked the Commissioners to consider not abating the 2012 tax levy due to anticipated capital expenses for two new trucks and sealcoating of Blair Park parking lot.

A discussion ensued and there was consensus among Commissioners that they would vote on a future motion to not abate the 2012 tax levy, due to anticipated capital expenses.

WRITTEN COMMUNICATIONS

Community Comments/Correspondence

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

President Considine asked about costs for maintenance of the bluff. Director Salski said that they had \$8,500 in the budget for tree trimming, but need to complete a phased bluff restoration

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and maintenance plan. Commissioner Wallace suggested finding funds to complete the needed improvements and then budget for future maintenance.

Director Salski said that the State of the Park District Address will be held the end of May, and Commissioners will be notified when the actual date is set.

VERBAL COMMUNICATIONS

Staff: Manager Heiser stated that they teamed up with the Illinois Junior Golf Association (IJGA) and the Park District will give them access to all future golf tournaments. He said the tent will be erected on Tuesday, and the Spring Brochure is going out next week to residents of Lake Bluff, Lake Forest, and Libertyville.

Director Foster said that a new turbo engine will be budgeted next year for the beach cleaner. He reported that there might be some damaged grass at the golf course, because of ice. Also, three diseased pine trees will be removed from Circle Drive.

Executive Director Report

Director Salski said that the 20 Year Capital Plan Citizen Task Force will give a presentation on March 18th, and the Auditors will begin the audit on March 4th. He reported that he received five Requests for Proposals (RFPs) from landscapers, and interviews will be conducted on March 7th. A recommendation will then be made to the Board.

Director Salski stated that there were 60 registrations from NSSRA and it is a growing population in the Park District. He said that a goal of NSSRA is to move in with a partner agency, and he will provide more information on this in the future.

He said the following Committees have not had recent meetings:

Finance, Administration and Future Planning Committee
Beach and Parks Committee
Programs and Facilities Committee
20 Year Capital Plan Citizen Task Force
Sunrise Park and Beach Advisory Committee

Commissioner Ehrhard reported that the Friends of Lake Bluff Park District Foundation met on February 18th, and they are considering backing the Block Party on July 20th, and are looking for sponsors. She said their goal is to raise \$20,000. She asked Commissioners to send all ideas for sponsors to Director Salski.

Commissioner Comments - None

President's Report – None

EXECUTIVE SESSION

Commissioner Gordon moved, seconded by Commissioner McKendry, to adjourn into Executive Session 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); discussion of the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act; and discussion of the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member per 5 ILCS 120/2(c)(12).

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

The regular meeting reconvened at 7:56 p.m. with the following persons present: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine, R. Salski, and M. Jendreas.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to authorize the Executive Director to execute an agreement with Park District employee Dave Peterson.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to authorize the Executive Director to execute an agreement with Park District employee Mary Quilty, after Mary re-signs the agreement using her legal name.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

ADJOURNMENT

There being no further business, motion was made by Commissioner Gronau, seconded by Commissioner Douglass, to adjourn the meeting at 8:00 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Kevin Considine, President

Ron Salski, Secretary

Approved this 18th day of March 2013
Board of Commissioners
Lake Bluff Park District

Marcia Jendreas, Recording Secretary