

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
MARCH 18, 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 6:35 p.m. by President Considine.

The following Commissioners were present when the roll was called: R. Douglass, S. Ehrhard, 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 were residents David Forlow, Jim Moss, Janice Schnobrich, and Village Engineer George Russell.

**Approval of Agenda**

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the March 18, 2013 Agenda as submitted.

**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.**

**Statement of Visitors - None**

**Approval of Minutes of February 25, 2013 Regular Board Meeting**

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to approve the Minutes of the Regular Board Meeting of February 25, 2013, 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

**Regular Board Meeting of March 18, 2013**

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**Approval of Minutes of March 4, 2013 Regular Committee of the Whole Meeting**

Commissioner Gordon moved, seconded by Commissioner McKendry, to approve the Minutes of the Regular Committee of the Whole Meeting of March 4, 2013, 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.**

**CONSENT AGENDA**

**Approve Invoice Schedule for the period ending March 1, 2013**

**Approve Invoice Schedule for the period ending March 18, 2013**

Commissioner Gronau 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 Ehrhard 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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Regular Board Meeting of March 18, 2013**

**Motion carried.**

**FINANCE**

**February – Monthly Financial**

Director Salski reported that February's beginning Pooled Cash was \$905,090.13. As of February, the total liabilities, equity and surplus (Pooled Cash) was \$767,572.81.

The district on a whole, exceeded budget projects by \$45,491.90 for the month of February, and continues to exceed budget YTD showing a positive \$114,225.74. He reviewed the other funds.

Staff members Ed Heiser and Rob Foster presented their reports on golf, fitness, and park and golf maintenance. They also gave a brief review of their fund activity. Manager Heiser reported that a recent golf course promotion was held for early renewal.

Commissioner Wallace moved, seconded by Commissioner Gordon, 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 Gordon moved, seconded by Commissioner McKendry, to ratify the Purchase Card payment of \$28,966.44.

**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.**

**OLD BUSINESS/ACTION ITEMS**

**20 Year Capital Plan Citizen Task Force – Final Report - Acceptance**

## **Regular Board Meeting of March 18, 2013**

Director Salski said that the Park District recognizes the efforts of the following individuals for completing a task that will be useful for the next 20 years: David Forlow, Chris Hambleton, Piet Kreunen, David McElvain, Jim Moss, France Pitera, Peter Arnstein, Rob Douglass, and Bob Wallace. He said members contributed to the report and David Forlow and Jim Moss were instrumental with coordinating the final report.

Ms. Schnobrich exited the meeting at 7:20 p.m.

Mr. Furlow explained that the Task Force has spent more than one year completing a review of current and projected future Park District capital needs. He outlined the key findings and said that a key factor that should receive immediate attention is establishing a more rigorous process for approving new projects or outright replacement of current such assets.

Mr. Moss addressed capital expenditures, ADA expenses, assets, financial forecast assumptions through 2024, and financial strategy proposals.

Mr. Furlow summarized the Task Force recommendations and said it is important for the Park District to focus on what is needed versus what is wanted, and engage businesses and residents in the community.

Commissioners expressed positive comments about the commitment of the Task Force members and the Final Report.

Commissioner Gordon moved, seconded by Commissioner Gronau, to accept the 20 Year Capital Plan Citizen Task Force Final Report and file with the Lake Bluff Park District for future boards.

### **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.**

Mr. Furlow and Mr. Moss exited the meeting at 7:52 p.m.

## **NEW BUSINESS/ACTION ITEMS**

### **Ravine Park Erosion Project – Village of Lake Bluff – Temporary Construction And Permanent Maintenance Easement – Approval**

George Russell, Village of Lake Bluff Engineer, reviewed the details of the Ravine Park Erosion Control Project, and explained that the Village is requesting a temporary construction easement for the initial construction project, and also a permanent easement in the event that maintenance

## **Regular Board Meeting of March 18, 2013**

would be required in the future. The easement will provide that at any time access is necessary, the Village will restore conditions in the ravine to equal or better than conditions existing prior to access.

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to authorize the Executive Director, with Attorney approval, to execute a Temporary Construction and Permanent Maintenance Easement for the Ravine Park Erosion Project with the Village of Lake Bluff.

### **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.**

Mr. Russell exited the meeting at 8:35 p.m.

## **Combined Budget and Appropriation Ordinance – 2013-C**

Director Salski explained that a Public Hearing was held before the Regular Meeting tonight, at 6:30 p.m., and there was no oral or written testimony presented. He said the Park District is showing an appropriation total of \$7,075,161.29 for the Calendar Year 2013. This appropriation reflects 10% increases line item by line item as well as additional capital improvements from the Board approved 2013 Budget in December.

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to accept Ordinance 2013-C, the 2013 Budget and Appropriation Ordinance, disclosing all necessary expenditures and liabilities in all of the District's funds for the calendar year beginning January 1, 2013 and ending December 31, 2013.

### **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.**

## **Ordinance 2013-D – Declaration of Surplus Personal Property and Authorization for Disposal**

**Regular Board Meeting of March 18, 2013**

Director Salski stated that pursuant to 70 ILCS 1205/8-22, the Park District disposes of property it deems to be of no use to the Agency. If the property cannot be auctioned, the District will dispose of it in the most economical method possible.

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

**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 of a 2013 Ford F-150 Pick-Up Truck through the State of Illinois  
Joint Purchase Contract #4017340**

Superintendent Foster said that staff is recommending using the State Purchasing Bid Process to purchase a 2013 Ford F-150 Pick-Up Truck for use by the Park Maintenance Manager. This truck will replace a 2000 Chevy 1500 Truck which will be used by a supervisor.

Commissioner Ehrhard moved, seconded by Commissioner Douglass, to award the purchase to Bob Ridings Inc. Fleet Sales Program for an amount not to exceed \$26,000, for equipment specified in the 2013 Ford F-150 Pick-Up Contract.

**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 Ford F-350 Dump Truck through the State of Illinois Joint  
Purchase Contract #4017340**

Superintendent Foster said that staff is recommending using the State Purchasing Bid Process to purchase a 2013 Ford F-350 (1 ton) Dump Truck. This truck will replace a 1997 Ford F-350 Dump Truck, which has a trade-in value of \$3,000.00.

Commissioner Gordon moved, seconded by Commissioner Gronau, to award the purchase to Bob Ridings Inc. Fleet Sales Program for an amount not to exceed \$33,000 for equipment specified in the 2013 Ford F-350 (1 ton) Dump Truck contract, less the trade-in.

**Regular Board Meeting of March 18, 2013**

**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.**

**Board Policy Manual – 11.1 – Board Benefits – Amendment**

Commissioner Douglass stated that he met with individual Board Members to discuss benefits, the Board discussed the IRS Guidelines and options at a Committee of the Whole Meeting on March 4<sup>th</sup>, and staff obtained information and opinions from the Auditor and Account, Sikich, LLP.

Commissioner Douglass outlined the recommended amendments and said it was important for Board Members to be involved in Park District enterprise facilities in order to make better decisions involving the Agency.

Commissioners were in agreement with the benefit amendments.

Commissioner McKendry moved, seconded by Commissioner Ehrhard, to amend the Board Policy Manual, Section 11.1, as listed in Board Memorandum dated March 14, 2013, from Executive Director Ron Salski.

**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.**

**Sunrise Park and Beach Master Plan – Landscape Architect –  
Upland Design Ltd. – Approval**

Director Salski advised that a selection team was formed to interview Landscape Architect firms for developing a phased Sunrise Park and Beach Master Plan (30 Years). The team interviewed five firms and narrowed down the selection to two. The two firms were interviewed a second time and the selection team agreed unanimously that the best fit for the Lake Bluff Park District is Upland Design, Ltd.

**Regular Board Meeting of March 18, 2013**

Commissioner Gronau moved, seconded by Commissioner Wallace, to authorize the Executive Director, with Attorney approval, to execute an agreement with Upland Design, Ltd. for the Sunrise Park and Beach Master Plan, not to exceed \$34,000.00.

**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.**

**Committee of the Whole Meeting – April 1 – Cancellation Recommendation**

Due to lack of agenda items, Director Salski recommended that the April 1<sup>st</sup> Committee of the Whole Meeting be cancelled. All Commissioners concurred with his recommendation.

**State of the Park District Address – May or June – Date and Time**

Commissioners discussed several possible dates for the State of the Park District Address and there was consensus to hold it on Monday, June 3, 2013, at 7:00 p.m., under the tent.

**Resolution 2013-B – Creating a Tri-Board Committee to Communicate, Collaborate And Explore Shared Services**

Director Salski stated that the Tri-Board Committee has been in existence for six years and the Village of Lake Bluff approved a Resolution when the group was first formed. Because of an oversight due to staff turnover, the School District and Park District did not create a Resolution, and is doing so at this time.

Commissioner Gronau moved, seconded by Commissioner Douglass, to approve Resolution 2013-B – Creating a Tri-Board Committee to Communicate, Collaborate and Explore Shared Services.

**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.**

**WRITTEN COMMUNICATIONS - None**



**Regular Board Meeting of March 18, 2013**

**Community Comments/Correspondence**

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

**VERBAL COMMUNICATIONS**

**Staff:** Manager Heiser stated that the league season is over for ladies Paddleball, and Superintendent Foster reported on the malfunctioning dryer in the Fitness Center.

**Executive Director Report**

Director Salski said the following Committees have not had recent meetings:

- Finance, Administration and Future Planning Committee**
- Facilities and Programs Board Committee**
- Beach and Parks Committee**
- 20 Year Capital Plan Citizen Task Force**
- Friends of Lake Bluff Parks**
- Sunrise Park and Beach Advisory Committee**

**Commissioner Comments - None**

**President's Report**

President Considine reported that he and Director Salski traveled to Springfield to meet with legislators to talk about getting grant money.

**EXECUTIVE SESSION**

Commissioner Wallace moved, seconded by Commissioner Gronau, to adjourn into Executive Session, at 9:15 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); and discussion of the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2.06 per 5 ILCS 120/2(c)(1).

**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.**

**Regular Board Meeting of March 18, 2013**

The regular meeting reconvened at 9:29 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 McKendry moved, seconded by Commissioner Gordon, to approve additional compensation for Executive Director Ron Salski as discussed in Executive Session of March 4, 2013.

**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 9:30 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

---

Kevin Considine, President

---

Ron Salski, Secretary

---

Marcia Jendreas, Recording Secretary

Approved this 15<sup>th</sup> day of April 2013  
Board of Commissioners  
Lake Bluff Park District