

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
OCTOBER 21, 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, K. Gronau, K. McKendry, R. Wallace, and President K. Considine.

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, Tom Zarse, and Al Trefts; and Michelle Nemchik from The PFM Group.

Approval of Agenda

President Considine removed Item C – 2013 Budget – Amendment; and Item D – Ordinance 2013-K – Budget & Appropriation Ordinance – Amendment, from New Business.

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to approve the October 21, 2013 Agenda as amended.

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

Approve Minutes of September 16, 2013 Regular Board Meeting

Commissioner Gronau moved, seconded by Commissioner Ehrhard, to approve the Minutes of the September 16, 2013 Regular Board Meeting, as submitted.

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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.

Approve Minutes of September 30, 2013 Special Board Meeting

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve the Minutes of the September 30, 2013 Committee of the Whole Meeting, 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.

Approve Minutes of October 7, 2013 Special Board Meeting

Commissioner Douglass moved, seconded by Commissioner Ehrhard, to approve the Minutes of the October 7, 2013 Special Board Meeting, as submitted.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: K. Gronau

ABSENT: None

Motion carried.

Approve Minutes of October 14, 2013 Special Board Meeting

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve the Minutes of the October 14, 2013 Special Board Meeting, as submitted.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: K. McKendry

ABSENT: None

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending October 1, 2013
Approve Invoice Schedule for the period ending October 21, 2013

Commissioner Ehrhard moved, seconded by Commissioner Gronau, 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 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.

FINANCE

September – Monthly Financial Report

Director Salski reported that the September beginning Pooled Cash was \$1,937,759.00. As of September 30, 2013, the total liabilities, equity and surplus (Pooled Cash) was \$3,016,914.00.

During the month of September, the District was \$18,902.00 favorable. The Recreation Fund was the major contributor to being favorable. 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 September, 2013 Financial Report.

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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.

Purchase Cards – Ratification

Director Salski reported that September 2013 purchases were \$40,009.76 versus September 2012 purchases which were \$25,645.33.

Commissioner Douglass moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$40,009.76.

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

10 Year Capital Plan – Update

President Considine advised that three meetings have been held to review the 10-Year Capital Plan Report from the Advisory Committee, as well as the recommendation that came from the Executive Team. The Board has been working hard and is close to moving forward with a plan. Hopefully a decision will be reached at the next meeting on November 4th.

NEW BUSINESS/ACTION ITEMS

Resolution 2013-K – Illinois Park District Liquid Asset Fund Plus (IPDLAF+) Class

Michelle Nemchik, Senior Analyst from The PFM Group, gave an introduction about her company, which works with more than 90 park districts, is very conservative, and is FDIC insured. She provided information on different investment options that are chosen after the Park District becomes a member of the IPDLAF+ Class.

Commissioner Wallace moved, seconded by Commissioner Gronau, to approve Ordinance 2013-K – approving the Declaration of Trust of the Illinois Trust (formerly known as the Illinois Institutional Investors Trust) and authorizing the execution thereof, and authorizing certain officials to act on behalf of the Lake Bluff Park District.

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 & Beach – Fall & Winter Invasive Woody Plant Material Removal Project Bid

Director Salski explained that two bids were received for invasive woody plant material removal on the Bluff. The low bidder was Native Restoration Services and reference checks proved positive for timeliness, cost, quality, and communication. Staff is recommending approval of the base bid plus the alternatives, along with an 18% contingency.

Commissioner Ehrhard moved, seconded by Commissioner Douglass, to accept the bid from Native Restoration Services in an amount not to exceed \$44,295.00; to authorize that the sale of land proceeds be expended on this project; and to authorize the Executive Director, with Attorney review, to execute a 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.

Director Salski said that the project should be completed by February, and he will send out letters of notification to nearby residents.

Bid – Total Platform Tennis

Superintendent Heiser gave a report on the fourth court project. The total project had a budget of \$117,400, and the Board approved a fundraising plan for the Paddle Tennis Club for that amount. A bid was received from Total Platform Tennis for \$97,600.00, but since the fundraising is not yet complete, staff is recommending rejection of the bid until the appropriate funds are raised.

Commissioner Gordon moved, seconded by Commissioner Gronau, to reject the bid received from Total Platform Tennis for \$97,600.00.

On the roll call, the vote was as follows:

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

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NAY: None
ABSTAIN: None
ABSENT: None
Motion carried.

Joint Task Force Appointments

Director Salski reported that nine applications were received and interviews were conducted. The following appointments are recommended: Chris Mosbarger, Chair; Nicki Walsh, Al Trefts, and alternate: Doug Warren.

Commissioner Gordon commented that he was pleased with the number of people who responded. The kick-off meeting is October 28, 2013, at 7:30 a.m.

Commissioner Gordon moved, seconded by Commissioner McKendry, to appoint the above named residents to the Joint Task Force.

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.

Jazzercise – Rental Fee

Supervisor Heiser gave background information on the Jazzercise Program. He said that the following changes are recommended for 2014:

Rental rate of \$20 with the rentals similar to the existing 10 rentals per week. If Jazzercise requests fewer rentals per week, the fee will increase to the following:

5-9 rentals per week, add 20%; rental rate would be \$24 per hour

2-4 rentals per week, add 40%; rental rate would be \$28 per hour

Waive the yearly equipment rental and advertising policy fees.

The following additional items must be on file no later than December 1, 2013: Current Certificate of Insurance listing the Park District as an “Additional Insured”; signed rental/lease agreement for 2014; and schedule of requested class days/times for 2014.

Commissioner Gronau moved, seconded by Commissioner Gordon, to approve 2014 Jazzercise Fees as recommended by staff and Board Committee.

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.

Aquatic Facility – Rental Fee

Supervisor Lakeman gave background information on the Lake Bluff Aquatics Facility, which is in high demand on the North Shore every summer. There are three local swim clubs that rent the facility and all pay a different rental rate. Staff met with the Facilities and Program Committee to evaluate fees, and the following changes are recommended for 2014:

Option 1: \$100/hour Aquatic Facility Rental
Option 2: \$20/hour Per Lane Rental

Guidelines for rentals include:

1. Clubs requesting the all-lanes will always take precedence over partial pool rental requests.
2. Clubs requesting the longer hours will take precedence over those requesting single hours.

Commissioner McKendry moved, seconded by Commissioner Gronau, to approve the 2014 Aquatic Facility Swim Club Fees, as recommended by Staff and Board Committee.

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

Community Comments/Correspondence

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

VERBAL COMMUNICATIONS

Staff: Superintendent Lakeman provided information on preschool and dance class registrations. He noted that the Park District recently assisted the Lake Bluff Elementary School with an evacuation drill.

Ms. Schnobrich exited the meeting at 7:35 p.m.

Superintendent Foster reported on tree removal and replacement. He noted that the wading pool will not be reopened next year because of safety issues.

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Superintendent Heiser presented information on the recent Ryder Cup golf event, and said the outdoor bike group recently completed a 100 mile bike ride.

Executive Director Report: Director Salski informed Commissioners that the Agency did not receive the OSLAD Grant for Sunrise Park and Beach. He said staff is currently evaluating companies for creation of the State of the Park District Address, and hope to make a decision by the end of October.

Friends of Lake Bluff Parks – Commissioner Ehrhard reported that the Committee is working on sponsorships for the 2014 Lake Bluff Park District Block Party

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); and discussion of the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2 (c)(1) of the Open Meetings Act.

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 8:23 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 - None

ADJOURNMENT

There being no further business, motion was made by Commissioner Gronau, seconded by Commissioner McKendry, to adjourn the meeting at 8:26 p.m. The motion carried by unanimous voice vote.

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Respectfully submitted,

Kevin Considine, President

Ron Salski, Secretary

Marcia Jendreas, Recording Secretary

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