

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
JULY 21, 2014**

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, R. Wallace, and President K. Considine.

Commissioners B. Gordon and K. McKendry were absent with prior notice.

Staff members present were Ron Salski, Executive Director; Sarah Bagley, HR Manager; 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; Tami Zylka, Fitness & Healthy Lifestyle Manager; Eric Moran, Racquet Sports & Facility Services Manager.

Also present were residents Jan Schnobrich, Josh Kowalski , and Tom Zarse.

Approval of Agenda

Commissioner Ehrhard moved, seconded by Commissioner Douglass, to approve the July 21, 2014 Agenda as submitted.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

Statement of Visitors - None

MINUTES

Approval of Minutes of June 16, 2014 Regular Board Meeting

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to approve the Minutes of the June 16, 2014 Regular Board Meeting, as presented.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending July 1, 2014

Approve Invoice Schedule for the period ending July 21, 2014

Commissioner Gronau moved, seconded by Commissioner Douglass, 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, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

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

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

FINANCE

June 2014 and Year to Date Financials

Director Salski reported that June's beginning Pooled Cash was \$1,734,893.38. As of June 30, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$2,586,962.43.

During the month of June, the District was \$8,674.00 favorable as compared to projections. The year to date total is favorable by \$324,742.00. He reviewed the other funds.

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Staff members Ed Heiser, Jim Lakeman and Rob Foster presented their reports on golf, fitness, and maintenance. They also gave a brief review of their fund activity.

Commissioner Wallace moved, seconded by Commissioner Gronau, to accept the June 2014 Financial report.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

Purchase Cards – Ratification

Director Salski reported that June 2014 purchases were \$56,506.49 versus 2013 June purchases which were \$47,183.00.

Commissioner Gronau moved, seconded by Commissioner Douglass, to ratify the Purchase Card payment of \$56,506.49.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

NEW BUSINESS/ACTION ITEMS

Resolution 2014-G – Resolution providing for and requiring the submission of the Proposition to issue General Obligation Park Bonds to the voters of the Lake Bluff Park District, Lake County, Illinois, at the general election to be held on the 4th day of November, 2014.

President Considine announced that this item of business was the consideration of a resolution providing for the submission of the proposition to issue general obligation park bonds, to the voters of the Park District, at the general election to be held on the 4th day of November, 2014.

Secretary Salski presented Resolution 2014-G and read it aloud.

President Considine explained that a number of public meetings were held at which Commissioners fully discussed the issue and arrived at the bond amount of \$3,127,940.

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Commissioners further discussed the issue and were in agreement to move forward.

Commissioner Douglass moved, seconded by Commissioner Wallace, to adopt Resolution 2014-G – Resolution providing for and requiring the submission of the proposition to issue General Obligation Park Bonds to the voters of the Lake Bluff Park District, Lake County, Illinois, at the general election to be held on the 4th day of November, 2014.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

President Considine declared the motion carried and the resolution adopted. He stated that the Board approved the resolution, signed the resolution, and he directed the Secretary to record same, in full, in the records of the Board of Park Commissioners of the Lake Bluff Park District, Lake County, Illinois.

Memorial Plaque – Policy Exception – Resident Request

Superintendent Foster explained that a resident donated a tree many years ago in memory of her dog. The tree was planted at the south end of Sunrise Park, but a plaque had never been placed. He said plaques are normally 5” x 6”, but the resident wants a 7” x 11” size so a poem could be included. This would be an exception to Section 4.17 of the Administrative Policy and requires approval by the Board of Commissioners.

After further discussion, Commissioners felt that the policy should be adhered to, and a plaque larger than 5” x 6” should not be allowed.

Commissioner Wallace moved, seconded by Commissioner Gronau, to turn down the request for an exemption to Section 4.17 of the Administrative Policy for a plaque larger than 5” x 6”.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

Cardio Equipment - Bid

Superintendent Heiser explained that bids were received from Direct Fitness Solutions and Midwest Commercial Fitness. He said the new cardio equipment would be an upgrade and

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would replace some of the pieces currently utilized in the center. He described the equipment and the prices.

Superintendent Heiser said that staff recommends accepting several pieces of equipment from each company. In addition, there is a trade-in value for some of the old equipment. Also, staff will need to install new wiring in the center to allow for the connectivity of the new equipment, and the cost of this will be bundled in with the equipment purchase when financing is secured.

Manager Zylka presented information on the new equipment as far as quality, liability, and maintenance. Superintendent Heiser said they did extensive research and are satisfied with the bids.

Commissioner Gronau commented that the Facilities and Programs Committee reviewed the proposal and bids and supports staff's decision.

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to accept Base Bid 1, 2, and 3, with upgraded televisions, at a cost of \$42,950.00 including delivery, installation, and trade-in, with Direct Fitness Solutions; and Base Bid 4 and 5 at a cost of \$23,400, including delivery and installation, with Midwest Commercial Fitness, and authorize the Executive Director, on behalf of the Park District, to enter into a lease agreement to finance the purchase.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

Manager Zylka exited the meeting at 7:05 p.m.

Paddle Tennis Membership Fees, 2014-15 Season

Superintendent Heiser gave a background/analysis of membership fees. He said that over three seasons, the club has remained at approximately 95% capacity with regard to individual memberships. After reviewing current membership trends and analyzing fee structures at other public paddle facilities, staff presented a modest fee increase to the Facilities and Programs Committee. The Committee supported the new fee structure. Superintendent Heiser gave a breakdown of the new fees.

Manager Moran explained that the Park District is at a standstill until a fourth court is built; however, there might be some growth possibly on weekends.

Superintendent Heiser recommended capping the membership at 15 for now and revisit that number mid season. Commissioners were in favor.

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Commissioner Ehrhard moved, seconded by Commissioner Gronau, to accept the fee structure, as presented, for the 2014-15 paddle season.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

Manager Moran exited the meeting at 7:20 p.m.

Roof Repair Project – Bid

Superintendent Foster said that staff received two bids for the roof repair project. The low bidder was Fieldstone Building Services at \$38,840.00. References were checked and proved positive. He said staff is seeking Board approval to enter into an agreement with Fieldstone Building Services with an allocation of an additional \$3,834.00 for contingencies.

Commissioner Douglass moved, seconded by Commissioner Gronau, to accept the bid from Fieldstone Building Services, and authorize the Executive Director, on behalf of the Park District, to enter into an agreement for an amount not to exceed \$42,674.00 for the Roof and Masonry Repair Program as specified in the Project Manual.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

Recreation Center Generator – Mechanical/Electrical Engineering Services

Director Salski explained that the Recreation Center currently has an emergency backup battery system which utilizes batteries which need to be replaced every two to three years, at an estimated cost of \$7,000 per repair. An electrical issue with the system was recently discovered by the contractor and this repair might cost as much as \$24,000.00. Staff decided to evaluate options, such as a generator, and retain an electrical engineering firm with specific qualifications of coordinating generator projects with park districts, libraries, school districts and/or municipalities.

Director Salski said that staff would obtain two proposals specifically detailing a Phase 1 Project, Generator Assessment. Phase 1 would include meetings within Park District to discuss items that need to be backed-up by the proposed generator, performing an assessment of the generator

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requirements, surveying electrical service and distribution, recommendations, written scope of work required and construction cost estimates.

Commissioner Gronau moved, seconded by Commissioner Douglass, to authorize the Executive Director, on behalf of the Park District, to enter into two Mechanical/Electrical Services Agreements for a Phase 1 Project not to exceed \$3,000.00.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

Golf Clubhouse Front Entrance – Asphalt Replacement/Repair

Superintendent Foster explained that last winter accelerated the decline of the asphalt entrance path to the Golf Clubhouse. The Park District budgeted \$5,000 for a small portion of the needed repairs; however, three proposals were received for the work and the lowest was \$12,995.00. At this time, staff is unable to determine whether the Park District will meet, exceed, or not meet the budget.

Commissioners discussed the matter at length and weighed the three options:

Option 1: Move to accept the quote for the specific area (marked on map provided) from AAA Quality Seal Coat and Paving, not to exceed \$5,000.

Option 2: Move to accept the quote from AAA Quality Seal Coat and Paving, in the amount of \$12,995.00, and identify it as a capital project in the Capital/Master Plan Fund.

Option 3: Table the project until 2015.

Commissioner Gronau moved to accept Option 2. Motion failed due to no second.

After further discussion and Commissioner's consensus, President Considine tabled the agenda item until the August meeting, so the item could be reviewed further at Committee level.

Director of Early Childhood Position – Job Reclassification

Director Salski gave background information on the Director of Early Childhood position. He explained that staff worked with a consultant to complete a comprehensive salary analysis of the position compared to similar positions at five other park and recreation departments/districts. He said staff recommends restructuring the position to a full-time, year round position. This would also lighten the heavy workload of Superintendent Lakeman.

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After further discussion, Commissioners were in favor of the job reclassification; however, they wanted staff to make sure that the salary proposed was adequate for the new position.

Commissioner Gronau moved, seconded by Commissioner Douglass, to reclassify the Director of Preschool and Early Enrichment Programs as a full-time position, effective immediately.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

Ordinance 2014-G – Declaration of Surplus Personal Property and Authorization for Disposal

Director Salski explained that pursuant to State Statute, the Park District must dispose of property it deems to be of no use to the Agency. Traditionally, the District has deemed it is in its best interest to sell the property at auction, or in the most economical method possible.

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to approve Ordinance 2014-G – 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, K. Gronau, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

Strategic Plan – Update

Director Salski gave an update of the initiative progress of the 2011 – 2014 Strategic Plan.

Resident J. Schnobrich exited the meeting at 8:38 p.m.

WRITTEN COMMUNICATIONS

Community Comments/Correspondence – Written information was provided to Commissioners and placed on file by Director Salski.

VERBAL COMMUNICATIONS

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Staff: Director Salski reported that the Guest Services Manager will be retiring at the end of this year, and the position will be posted soon in order to provide a four month window of training opportunity.

Manager Bagley said that the Administrative Assistant position was posted and there are over 50 candidates.

Superintendent Lakeman reported that PDRMA will be performing a loss control audit at the Park District in the near future. He also noted that an Archery Program was recently implemented at the Park District.

Superintendent Heiser said that the Lake County golf event is almost fully booked, tennis and pickleball are being accommodated, and there will be a Paddleball kick-off tournament in the near future.

Superintendent Foster noted that the Blaire Park entrance sign will be relocated to the end of Washington Street. Pictures were displayed and, after some discussion, Commissioners were not pleased with the sign configuration. Director Salski said the matter will be discussed further at committee level and brought back to the Board in August.

Property and Public Land Use Advisory Committee – Commissioner Douglass said the Committee will meet on July 24th.

Commissioner Comments – Commissioner Ehrhard said that the Block Party was a huge success and everyone had a great time. She thanked the Friends of Lake Bluff Parks Committee. All Commissioners concurred. Commissioners also said the bluff looks tremendous after the clean-up work.

EXECUTIVE SESSION

President Considine moved, seconded by Commissioner Gronau, to adjourn into Executive Session, at 9:05 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, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: B. Gordon, K. McKendry

Motion carried.

The regular meeting reconvened at 9:08 p.m. with the following persons present: R. Douglass, S. Ehrhard, K. Gronau, K. Considine, R. Wallace, R. Salski, and M. Jendreas.

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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 Gronau, to adjourn the meeting at 9:09 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Approved this 18th day of August 2014
Board of Commissioners
Lake Bluff Park District