

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
MARCH 17, 2014**

The Regular Meeting of the Board of Commissioners of the Lake Bluff Park District, Lake County, Illinois, was held at the 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; Rob Foster, Superintendent of Golf & Parks Maintenance; and Sarah Bagley, HR Manager.

Approval of Agenda

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the March 17, 2014 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

Approve Minutes of February 24, 2014 Regular Board Meeting

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve the Minutes of the February 24, 2014 Regular Board 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.

Regular Board Meeting of March 17, 2014

CONSENT AGENDA

Approve Invoice Schedule for the period ending March 3, 2014
Approve Invoice Schedule for the period ending March 17, 2014

Commissioner Wallace 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, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Commissioner Gronau moved, seconded by Commissioner Gordon, 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

February, 2014 – Monthly Financial Report

Director Salski reported that the February beginning Pooled Cash was \$2,036,209.68. As of February 28, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$1,726,046.30.

During the month of February, the District was \$5,328.03 favorable as compared to projections. He reviewed the other funds.

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

Commissioner Wallace moved, seconded by Commissioner Douglass, to accept the February, 2014 Financial Report.

Regular Board Meeting of March 17, 2014

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 February 2014 purchases were \$51,735.39 versus February 2013 purchases which were \$28,966.44.

Commissioner Douglass moved, seconded by Commissioner Wallace, 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.

NEW/OLD BUSINESS ACTION ITEMS

Combined Budget and Appropriation Ordinance – 2014-C

Director Salski explained that, by law, the Park District must submit an Appropriation Ordinance to Lake County by the end of the first quarter of the calendar year. This document discloses anticipated revenues including tax dollars and user fees, as well as estimated operating and capital expenditures. It serves as a legal document holding the agency accountable to the anticipated expenditures. The total appropriation is \$7,898,509.45, for the calendar year 2014, and it reflects 20% increases, line item by line item, as well as additional capital improvements from the Board approved 2014 Budget in December.

Commissioner Gronau moved, seconded by Commissioner Gordon, to accept Ordinance 2014-C, the 2014 Combined Budget and Appropriation Ordinance, disclosing all necessary expenditures and liabilities in all of the District's funds for the calendar year beginning January 1, 2014 and ending December 31, 2014.

Regular Board Meeting of March 17, 2014

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.

Ratify NSSRA Board Action Authorizing Petition to Circuit Court for Leave to Sell Property no Longer Needed for Park or Special Recreation Purposes – Resolution 2014-E

Director Salski reviewed NSSRA's proposal to eventually sell the current Administration Building and move to a different facility. Resolution 2014-E gives NSSRA permission to petition the courts for the sale.

Commissioner McKendry moved, seconded by Commissioner Gronau, to accept Resolution 2014-E to Ratify NSSRA Board Action Authorizing Petition to Circuit Court for Leave to Sell Property No Longer Needed for Park or Special Recreation Purposes.

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

Executive Director Report: Director Salski introduced Sarah Bagley, who was the new HR Manager. He reminded Commissioners about the April 25th NSSRA Banquet and noted that the Lake Bluff Park District was being recognized as *Agency of the Year* at this event.

Staff: Superintendent Lakeman reported that the 9 to 11 year old dance class won first place for the “Future Stars Category” in a dance competition; the Flashlight Egg Hunt will take place on April 11th and the Annual Egg Hunt will be April 12th; PDRMA recognized the Park District for achieving “Excellence in Level A” for the 2013 Loss Control Review score; Sunrise Park and Beach shelters are now available for 2014 rental reservations; and the local school PTOs are holding their Back to School event on August 24th at the Park District.

Superintendent Heiser noted that the Polar Plunge, hosted by the Park District, raised over \$90,000 in donations. He advised that several projects have been completed in the Clubhouse including new carpeting, painting, and a new doorway; a grant of \$238.00 was received for Pickleball; and \$22,000 has been raised for the 4th Paddle Court toward the \$115,000 goal.

Superintendent Foster advised that the Agency had 66 days of ice skating this winter, which is an all time record. He noted that the Green Team is currently planning a light upgrade project with energy efficient LED lights in the District buildings.

Friends of Lake Bluff Parks: Commissioner Ehrhardt advised that the Block Party will be held July 19th, and many volunteers are needed. Also, the Pig Roast is scheduled for September 13th.

Finance, Administration and Future Planning Committee: Commissioner Douglass advised that the Committee will set up a meeting in April to discuss revenues and business technology.

Commissioner Comments – Commissioner Ehrhard mentioned an idea she had about selling ad space in the Park District Program Guide, which is published three times a year. She said it would be an alternative revenue source. Director Salski will research this idea.

President’s Report – President Considine advised that Commissioners have the distinct honor to be 4th of July Parade judges this year.

Regular Board Meeting of March 17, 2014

EXECUTIVE SESSION

Commissioner Gordon moved, seconded by Commissioner Gronau, to adjourn into Executive Session, at 7:20 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 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 7:36 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 Douglass, to adjust Executive Director Salski's compensation in accordance with the discussion in Executive Session on March 17, 2014.

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 Gordon moved, seconded by Commissioner McKendry, to direct Executive Director Salski to research establishing a bonus compensation program for employees.

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.

Regular Board Meeting of March 17, 2014

ADJOURNMENT

There being no further business, motion was made by Commissioner Gordon, seconded by Commissioner Gronau, to adjourn the meeting at 7:48 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Approved this 21st day of April, 2014
Board of Commissioners
Lake Bluff Park District