

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
MAY 19, 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, B. Gordon, K. Gronau, R. Wallace, and President K. Considine.

Commissioners S. Ehrhard 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.

Also present was Matt Beran from Lauterbach & Amen, LLP.

Approval of Agenda

President Considine removed Item B from Executive Session.

Commissioner Wallace moved, seconded by Commissioner Gronau, to approve the May 19, 2014 Agenda as amended.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

Statement of Visitors - None

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MINUTES

Approval of Minutes of April 21, 2014 Regular Board Meeting

Commissioner Gronau moved, seconded by Commissioner Gordon, to approve the Minutes of the April 21, 2014 Regular Board Meeting, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending May 1, 2014

Approve Invoice Schedule for the period ending May 19, 2014

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

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

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

UNFINISHED OR CONTINUING BUSINESS

Audit Report for the Fiscal Year Ending December 31, 2013

Matt Beran from Lauterbach & Amen, LLP, gave an overview of the Audit and reviewed the Management Letter, financial statements, and fund summary. He noted that there is potential, in the future, to go after the GFOA Achievement Award. They would just need to add a transmittal letter which would then be sent to the GFOA.

Mr. Beran commended the Finance Department for the well prepared audit package and appreciated the courtesy and assistance given to them by the entire District staff.

Commissioner Wallace moved, seconded by Commissioner Gordon, to accept the Audit Report submitted by the District's auditor, Lauterbach & Amen, LLP, for the fiscal year ending December 31, 2013.

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

Business of the 2013-2014 Board

President Considine stated that as President of the Lake Bluff Park District Board of Park Commissioners, he hereby declared the 2013-2014 Board complete.

FINANCE

April 2014 and Year to Date Financials

Director Salski reported that April's beginning Pooled Cash was \$1,673,005.53. As of April 30, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$1,566,448.89.

During the month of April, the District was \$65,122.66 favorable as compared to projections. The year to date total is favorable by \$165,916.84. He reviewed the other funds.

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 Gordon moved, seconded by Commissioner Wallace, to accept the April 2014 Financial report.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

Purchase Cards – Ratification

Director Salski reported that April 2014 purchases were \$37,570 versus 2013 April purchases which were \$34,766.00.

Commissioner Gronau moved, seconded by Commissioner Gordon, to ratify the Purchase Card payment of \$37,570.57.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

NEW BUSINESS/ACTION ITEMS

Call To Order of the 2014-2015 Board

Director Salski stated that as Secretary to the Board, he declared the first meeting of the 2014-2015 Board now called to order.

Attendance Roll Call

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

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Election of President

Director Salski said that officially, the Park District Code requires the President and Vice President to be elected annually; however, Board Policy states the Board would allow the President and Vice President to remain for two years. He asked for a motion.

Commissioner Douglass moved, seconded by Commissioner Wallace, that Kevin Considine be cast for the President of the Board from 2014-2015.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

Election of Vice President

President Considine requested a motion for Vice President.

President Considine moved, seconded by Commissioner Wallace, to cast Rob Douglass for the Vice President of the Board from 2014-2015.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

Park District Advisory Appointments

President Considine offered appointments for the following advisory positions for the 2014-2015 Board Year:

Legal Counsel – Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

Treasurer – Bob Wallace

Secretary to the Board – Ron Salski

Alternate Secretary to the Board – Ed Heiser

NSSRA & ADA Representative – Ron Salski

Alternate NSSRA & ADA Representative – Jim Lakeman

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Commissioner Gordon moved, seconded by Commissioner Gronau, that the aforementioned appointments be accepted and ratified for the 2014-2015 year.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

Intergovernmental Agreement – Board of Education of Lake Bluff School District 65

Director Salski explained that in January, 2008, the Park District Board approved a land swap agreement with the School District. This Settlement Agreement and Release finalizes the transfer of funds.

Commissioner Douglass moved, seconded by Commissioner Gronau, to authorize the Board President to sign the agreement with the School Board of Lake Bluff School District 65.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

Resolution 2014-F – OSLAD Grant

Director Salski explained that the Board agreed to submit an OSLAD Grant for the Aquatic Facility, at its April 7th Committee of the Whole Meeting. This Resolution is required to certify that 100% of the funds necessary complete the local portion of the project are available and have been committed.

Commissioner Gronau moved, seconded by Commissioner Douglass, to approve Resolution 2014-F – Resolution of Authorization for the Aquatic Facility OSLAD Grant Project.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

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Bid – Workman Utility vehicle

Superintendent Foster said that two bids were received for the purchase of a heavy duty utility vehicle. He said staff recommends that the bid from Reinders Inc. be accepted, and that the vehicle be financed over five years with five annual payments.

Commissioner Gronau moved, seconded by Commissioner Gordon, to accept the bid from Reinders Inc., in the amount of \$23,867.90, and to finance the purchase over five years at an interest rate not to exceed 4.75%.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

WRITTEN COMMUNICATIONS

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

VERBAL COMMUNICATIONS

Staff: Manager Bagley said she is currently recruiting for an evening manager at the beach, and she and Executive Director Salski are finalizing the description for an Administrative Assistant. She also reported that the new time clock system is currently being installed, and Beach Security personnel have started.

Superintendent Heiser reported that 18 holes opened today, May 19th, and the Annual Demo Day will be on May 21st. There will also be a Pickle Ball demo at the 4th of July activities.

Superintendent Foster said that Park District used equipment sold at auction for \$3,550.00. He said that beach sand will be delivered on May 22nd.

Executive Director Report

Director Salski advised that the Park District received an award from NSSRA.

Finance, Administration and Future Planning Committee – Commissioner Douglass said the Committee met and had a preliminary review of the Audit Report. They also discussed the possibility of running ads in the Park District Brochure, but other Park Districts said that the revenue is minimal after counting the extra hours that would have to be put in by staff. The Committee is working on guidelines for naming rights and will present a draft to the Board in the near future.

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Facilities and Programs Board Committee – Commissioner Gronau said the Committee discussed replacing some of the Fitness Center equipment, especially for seniors.

Beach and Parks Board Committee – No recent meeting.

Sunrise Park and Beach Advisory Committee – No recent meeting.

Friends of Lake Bluff Parks – Executive Director Salski said the Committee has raised more funds than last year for the Block Party.

Joint Task Force – Superintendent Heiser said that the Committee is close to producing a draft final report. Both communities are looking at aquatics, beaches, and golf course programming.

Property and Public Land Use Advisory Committee – Commissioner Douglass said the Committee met for some preliminary discussion, and they hope to meet monthly in the future.

Commissioner Comments – There was discussion on referendum coffee sessions, and the informational website will be ready May 28th. There will also be an event, in June, for past Commissioners and Committee members which will be a good opportunity to walk through referendum details.

President's Report – President Considine thanked Commissioners for a great year, and also for supporting his reappointment as President.

EXECUTIVE SESSION

Commissioner Douglass moved, seconded by Commissioner Gronau, to adjourn into Executive Session, at 7:55 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, B. Gordon, K. Gronau, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard, K. McKendry

Motion carried.

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

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION - None

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ADJOURNMENT

There being no further business, motion was made by Commissioner Douglass, seconded by Commissioner Gronau, to adjourn the meeting at 7:56 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Approved this 16th day of June 2014
Board of Commissioners
Lake Bluff Park District