

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
NOVEMBER 17, 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: S. Ehrhard, R. Douglass, B. Gordon, K. Gronau, B. Wallace, and President K. Considine.

Commissioner K. McKendry was absent.

Staff members present were Ron Salski, Executive Director; Sarah Bagley, HR Manager; Jim Lakeman, Superintendent of Recreation, Safety, and Outreach Services; Rob Foster, Superintendent of Golf, Park, and Facility Maintenance; Ed Heiser, Superintendent of Facility Services; Marcia Jendreas, Recording Secretary; and Matt Iverson.

Others present were George Russell, Village of Lake Bluff; Perry Masouridis, IDOT; Martin Worman, Christopher Burke Engineering; Paula Randall, Lake Bluff Park District Attorney; Eric Anderson, BMO Capital; and Jan Schnobrich, resident.

Approval of Agenda

President Considine moved *Section V. New Business/Action Items*, to *Section II*, and adjusted the remaining sections.

Commissioner Douglass moved, seconded by Commissioner Gordon, to approve the November 17, 2014 Agenda, as amended.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Statement of Visitors – None

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NEW BUSINESS/ACTION ITEMS

Bond Issuance – Eric Anderson – BMO Capital - Discussion

Executive Director Salski said that since the referendum passed overwhelmingly, it is imperative the Park District begin discussing best approaches to issuing bonds for the capital projects.

Eric Anderson, BMO Capital, said there will be five years from the date of the election to sell the bonds. He presented information on current interest rates and types of bonds – taxable and/or non-taxable. He noted the current interest rates are low and the Park District has a AA+ rating.

Director Salski asked the Commissioners how quickly they wanted to move forward with projects. He advised that most projects, such as the Aquatic Facility and Blair Park, are known. The only unknown projects are the roof and HVAC units above the Fitness Center.

After discussing the matter, Commissioners agreed to continue moving forward with selling the bonds and lock in a rate, since the interest rates are low.

Director Salski said he will prepare a Parameters Ordinance for the bond purchase, for approval by the Board at the next Regular Board Meeting.

IDOT Project – Route 41 – Presentation – Approval

Director Salski advised the Village of Lake Bluff has retained Christopher B. Burke Engineering, Ltd. through a federal grant for issues related to Route 41 flooding.

Martin Worman, Senior Project Manager, explained how an outfall pipe, located on the golf course property, impacts Route 41. He said the pipe does not have adequate capacity to pump the water out fast enough, and one option would be to remove it and replace it with an elliptical pipe and then add a second pipe. In order to move forward with public input, they are asking the Board to support a de minimus finding. He provided some details: expedite the project by working in the winter, restoration to be completed by April, minimize tree impacts, and install a temporary tee box.

Attorney Randall asked if this would be considered a new easement, since the old one is from 1936. Mr. Worman said yes, a new Plat of Easement would be created.

Commissioners were concerned with the golf course restoration and Attorney Randall said that would all be covered in the Plat of Easement.

Perry Masouridis, IDOT, noted there is no money available yet for this project and funding could take two or more years.

President Considine asked for a consensus of the Board. There was consensus to support a de minimus finding.

Perry Masouridis, Martin Worman, George Russell, and Paula Randall exited the meeting at 7:50 p.m.

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2014 Tax Levy – Discussion

Director Salski said the Tax Levy discussion is an important component to developing a Park District budget. If the Consumer Price Index (C.P.I.) of 1.5% is approved for the 2014 Tax Levy year, it would generate an additional \$38,356.28 in tax revenues from the 2013 Tax Levy. Director Salski presented several options to the Board.

A lengthy discussion ensued. Some Commissioners felt it was necessary to approve the 1.5% Tax Levy because the District is still struggling with its finances, and others thought it might be possible to cut dollars from the Operations part of the budget.

Mrs. Schnobrich exited the meeting at 8:00 p.m.

There was consensus of the Board to proceed with Option 1, as presented by Director Salski:

- Approve the Tax Levy with C.P.I. of 1.5% and growth;
- In January/February, Board and staff discuss 2014 Tax Levy allowable C.P.I. increase;
- Board to decide whether to abate none, some or all of the 2014 Tax Levy C.P.I. of 1.5%, based on anticipated 2015 Tax Levy C.P.I.;
- If abating some or all 2014 Tax Levy C.P.I., amend 2015 Budget to reflect revisions.

2015 Budget Spreadsheet and Timeline – Discussion

Commissioner Wallace gave an overview of the 2015 Budget Spreadsheet he prepared and said it is basically an operating statement and easy to understand.

Director Salski discussed a timeline with the Commissioners and all were in agreement of the following dates: budget binders delivered on November 26th, budget meetings on December 8th and 15th, with alternate dates, if necessary of December 1st or 4th.

November 4, 2014 Referendum Results – Capital Prioritization – Discussion

Director Salski stated that with the referendum passing by over 71%, he encouraged the Board and staff to begin discussing capital priorities based on need, timing of permits, work load, and potential grants. He presented a draft plan, and noted that a Construction Manager would add significant value to the discussion.

A discussion ensued and Commissioners felt discussions should begin in January, 2015.

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Construction Manager – RFP – Approval

Director Salski explained he discussed appropriate legal approaches in retaining a Construction Manager. The Attorney confirmed a Request for Proposal can be sent to firms who were previously retained by the Park District on a project. He noted professional fees for the hiring of a Construction Manager were included in the referendum.

Commissioner Ehrhard moved, seconded by Commissioner Douglass, to authorize the Executive Director, on the basis of the recommendation of staff, to send a Request for Proposal to Corporate Construction Services, W.B. Olsen, and Camosy Construction, to serve as construction manager for the following projects: Aquatic Facility and Beach and Recreation Center Renovation/Replacement Projects.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Recreation Center – Jazzercise Rental Fees – Approval

Superintendent Heiser said Jazzercise is classified as a commercial group based on the Administrative Policy, and is required to follow all rental/lease guidelines and business policies.

He explained staff is recommending the following changes to the Agreement between the Park District and Jazzercise for 2015:

A rental rate of \$22.00 per hour with a schedule of ten rentals per week. If fewer rentals are requested, the fee was increased to: 5 – 9 rentals for \$26.40 per hour, 2 – 4 rentals for \$30.80 per hour and reinstate the \$250 equipment rental fee during the terms of the agreement. The Agreement will expire on August 31, 2015.

Commissioner Gronau said these changes were reviewed by the Facilities and Programs Committee and they recommend them to the Board.

Commissioner Gordon moved, seconded by Commissioner Douglass, to accept the 2015 Jazzercise Agreement changes.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

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Aquatic Facility – Swim Club Rental Fees – Approval

Superintendent Lakeman advised that three local swim clubs are interested in rental time for 2015: Lake Forest Swim Club, Scout Aquatics Swim Club, and CATS Aquatics Swim Club. He said staff is recommending the following rental fees for 2015: Option 1: \$110/hour Aquatics Facility rental; Option 2: \$22/hour per lane rental. Guidelines for rentals include: 1. Clubs requesting all lanes will always take precedence over partial pool rental requests, and 2. Clubs requesting longer hours will take precedence over those requesting single hours. Pending the time frame for Aquatics Facility renovations, staff will recommend new guidelines and procedures for all Aquatic Facility swim club rentals.

Commissioner Gronau said these changes were reviewed by the Facilities and Programs Committee and they recommend them to the Board.

Commissioner Douglass moved, seconded by Commissioner Wallace, to approve the 2015 Aquatic Facility Swim Club Rental Fees as recommended by staff and the Facilities and Programs Committee.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Sunrise Park and Beach Damage – Discussion

Superintendent Lakeman advised that on October 31, 2014 Sunrise Park and Beach and the parking lot area sustained damage due to windy conditions producing 20 foot waves. He listed the damages and said that after staff, PDRMA, and Shabica & Associates assessed the damages on November 2nd, Sunrise was temporarily closed due to safety concerns.

Superintendent Lakeman said that Golf and Park Maintenance Staff began clean-up immediately, and erected temporary fencing along the dog beach. Hoffman Construction has been retained to repair the upper half of the north beach sand area and north beach repairs will take place in mid-November.

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Sunrise Park and Beach – Bluff Vegetative Maintenance & Tree Plan – Approval

Director Salski said the Park District continues working toward Phase One – Bluff Maintenance Plan, but the Bluff requires more removal and maintenance. He gave a breakdown of the costs provided by Native Restoration Services, Inc., which included herbiciding invasive and overseeding with native woodland seed.

Commissioner Gronau moved, seconded by Commissioner Wallace, to authorize the Executive Director to approve the seeding and spraying of the Bluff at a cost not to exceed \$5,000 with the expense coming out of the Capital Fund – Land Improvements, Sale of Land at 718 Mountain Avenue.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

2015 Regular Board & Committee Meeting Calendar - Discussion

Director Salski presented the 2015 Meeting Calendar and there was Board consensus on the Regular and Committee of the Whole dates.

Commissioner Ehrhard suggested changing the meeting time to 6:00 p.m. Commissioners agreed to discuss this suggestion at the next meeting.

MINUTES

Approval of Minutes of October 20, 2014 Regular Board Meeting

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to approve the Minutes of the October 20, 2014 Regular Board Meeting, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

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Approval of Minutes of October 27, 2014 Facilities & Programs Committee Special Meeting

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to approve the Minutes of the October 27, 2014 Facilities & Programs Committee Special Meeting, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Approval of Minutes of November 12, 2014 Facilities & Programs Committee Special Meeting

Commissioner Gronau moved, seconded by Commissioner Ehrhard, to approve the Minutes of the October 20, 2014 Regular Board Meeting, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending November 3, 2014

Approve Invoice Schedule for the period ending November 17, 2014

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

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

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

FINANCE

October 2014 and Year to Date Financials

Executive Director Salski stated October's beginning Pooled Cash was \$3,167,738. As of October 31, 2014, the total liabilities, equity, and surplus was \$2,814,454, compared to the October 31, 2013 total of \$2,427,805.

Director Salski said month to date was \$65,116 unfavorable as compared to projections. The major contributor was the Recreation Fund (\$101,456). The year to date total is favorable by \$80,371.

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to accept the October 2014 Financial report.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Purchase Cards – Ratification

Director Salski reported October 2014 purchases were \$29,866.94 versus 2013 October purchases which were \$22,183.00.

Commissioner Gordon moved, seconded by Commissioner Gronau, to ratify the Purchase Card payment of \$29,866.94.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

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WRITTEN COMMUNICATIONS

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

VERBAL COMMUNICATIONS

Staff: Director Salski thanked Superintendent Foster and his staff for cleaning up the beach after the storm.

Manager Bagley reported they were having a hard time finding seasonal Parks Maintenance Associates for winter.

Superintendent Lakeman noted there are 92 enrolled in basketball and the Trunk or Treat event attracted 140 kids. Breakfast with Santa, sponsored by Kiwanis of Lake Bluff, will be held at Grace United Methodist Church on December 6th.

Superintendent Heiser reported there were 208 golf course operating days from January through October, 2014. He said the course was still open, but no motorized carts were available. Health and Fitness had a lot of walk-in business on the day of the Election and the Paddle Tournament generated \$15,000.00.

Superintendent Foster said that Rockland Road homes are currently being demolished and repair of the stoops and sidewalks at the Recreation Center should be completed by November 28th.

EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to adjourn into Executive Session at 9:30 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: S. Ehrhard, R. Douglass, B. Gordon, K. Gronau, B. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

The regular meeting reconvened at 9:32 p.m. with the following persons present: S. Ehrhard, R. Douglass, K. Considine, B. Gordon, K. Gronau, B. Wallace, R. Salski, J. Lakeman, E. Heiser, R. Foster, S. Bagley, M. Iverson, 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 Ehrhard, seconded by Commissioner Gordon, to adjourn the meeting at 9:32 p.m. The motion carried by unanimous voice vote.