

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
September 15, 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, K. McKendry, R. Wallace, and President K. Considine.

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.

Also present was resident Tom Zarse, and Kevin Dolan from IAPD.

Approval of Agenda

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to approve the September 15, 2014 Agenda, as submitted.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Statement of Visitors – None

Illinois Association of Park Districts (IAPD) Presentation

Kevin Dolan, IAPD Board Member, gave a brief presentation about the IAPD and how it can help the Park District. He listed a number of benefits and resources such as affinity programs in which certain vendors give special discounts, Board development and self-evaluation classes, director searches, Park District Code Handbook, and Sunshine Laws. He noted that Park District staff should not hesitate to call the IAPD for assistance.

Regular Board Meeting of September 15, 2014

MINUTES

Approval of Minutes of August 18, 2014 Regular Board Meeting

Commissioner Gordon moved, seconded by Commissioner McKendry, to approve the Minutes of the August 18, 2014 Regular Board Meeting, as presented.

On the roll call, the vote was as follows:

AYE: R. Douglass, B. Gordon, K. McKendry, K. Considine

NAY: None

ABSTAIN: S. Ehrhard, K. Gronau, R. Wallace

ABSENT: None

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending September 2, 2014

Approve Invoice Schedule for the period ending September 15, 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, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

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

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Regular Board Meeting of September 15, 2014

FINANCE

August 2014 and Year to Date Financials

Director Salski reported that August's beginning Pooled Cash was \$2,269,535.00. As of August 31, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$1,937,759.00.

During the month of August, the District was \$105,790.00 unfavorable as compared to projections. The year to date total is favorable by \$142,839.00. He reviewed the other funds.

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

Commissioner Douglass moved, seconded by Commissioner Gordon, to accept the August 2014 Financial report.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, R. Douglass, 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 August 2014 purchases were \$45,572.06 versus 2013 August purchases which were \$35,458.74. The difference is mainly due to the Recreation Center custodial contract and repair of gutters.

Commissioner Gordon moved, seconded by Commissioner Gronau, to ratify the Purchase Card payment of \$45,572.06.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Regular Board Meeting of September 15, 2014

OLD BUSINESS

Joint Task Force with City of Lake Forest – Final Report

Director Salski noted that the Board accepted the final report of the Joint Task Force, but did not approve recommendations for the next steps because three Board Members were absent. He reviewed some of the recommendations. After a brief discussion, Commissioners agreed to move forward on programming ideas, and talk about other opportunities during budget discussions.

NEW BUSINESS/ACTION ITEMS

Medical/Health Insurance – Employee Approval

Manager Bagley gave a brief history on employee contribution rates for medical/health insurance. She said rates increase in September, however, the District does not increase employee contribution rates until January to coincide with the budget. Staff recommends maintaining the employee contribution at 22% and keeping the HSA as is. This is an average increase of 4.72% to staff employee contributions. Staff also recommends changing historical practice in 2015 to have the employee contribution rates increase in September with the actual rate increase. This will be revisited in August 2015 when rate change notices are received.

After a lengthy discussion, Commissioners felt that a survey analysis should be done and presented to the Finance Committee in the future. Comparisons are needed to determine a long term plan.

Commissioner Gronau moved, seconded by Commissioner Douglass, to maintain the employee contribution to 22% of the employer premium.

On the roll call, the vote was as follows:

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

NAY: S. Ehrhard

ABSTAIN: None

ABSENT: None

Motion carried.

Regular Board Meeting of September 15, 2014

There was further discussion as to when rates go into effect and the following motion was made:

Commissioner Ehrhard moved, seconded by Commissioner McKendry, that as of September, 2015, all participants of the health plan will start being charged the rate in September, 2015; and the 2016 rates kick in in September, 2015.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Personnel Policy Manual - Revisions

Manager Bagley reviewed the proposed changes to the Personnel Policy Manual which dealt with discipline, ergonomics, and criminal background checks.

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to approve the updates to the Lake Bluff Park District Personnel Manual.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Regular Board Meeting of September 15, 2014

Club House and Artesian Park Asphalt Project – Bid

Superintendent Foster reported that two bids were received for the Club House and Artesian Park Asphalt Project. Staff recommends accepting the base bid and Alternate 4, for Artesian Park, from All Star Asphalt. Staff also recommends rejecting the base bid for the Clubhouse because it far exceeds budgeted amount.

Commissioners suggested getting a quote to complete the path at Artesian Park and ask the School District if they would contribute to the cost. Superintendent will bring this idea up at the next Tri-board Meeting.

Commissioner Douglass moved, seconded by Commissioner Gordon, to reject the base bid for the Club House and accept only the base bid and Alternate 4 for Artesian Park, from All Star Asphalt, and authorize the Executive Director, on behalf of the Park District, to enter into an agreement for an amount not to exceed \$32,400.00 for an accessible main entrance and dugout paths at Artesian Park.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Commissioner Douglass exited the meeting at 8:54 p.m.

119 and 121 Rockland Road Demolition – Bid

Superintendent Foster reported that five bids were received for the 119 and 121 Rockland Road Demolition project. The bid includes removing the homes and seeding the site. Staff recommends accepting the bid from Lake County Grading in the amount of \$36,250.00.

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to accept the base bid from Lake County Grading and authorize the Executive Director, on behalf of the Park District, to enter into an agreement for an amount not to exceed \$36,250.00 for the demolition of 119 and 121 Rockland Road homes.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: R. Douglass

Motion carried.

Regular Board Meeting of September 15, 2014

Engagement Letter – Auditor

Director Salski stated that Lauterbach and Amen has been the Park District's Auditor for the 2011-2013 audits. They have done an excellent job challenging staff, answering questions and reporting to the Board, therefore, staff recommends retaining them for another three years. He outlined their fees for the next three years and the increases were minimal.

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve the Engagement Letter retaining Lauterbach and Amen for the 2014-2016 Audits.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: R. Douglass

Motion carried.

WRITTEN COMMUNICATIONS

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

VERBAL COMMUNICATIONS

Staff: Director Salski reported that there will be three open seats for the April 7, 2015 election: Commissioners Ehrhard, Wallace, and President Considine, and packets would be available for pick-up on September 23rd. He noted that there will be future discussions and evaluation on Golf Club concessions.

Manager Bagley said that the new part-time Administrative Assistant will be starting on September 17th, and interviews are currently being conducted for the Guest Services Manager.

Superintendent Lakeman said that there will be a beach clean-up with the Adopt A Beach Program, on September 20th, from 9:00 to 11:00 a.m. Also, PDRMA will be conducting a loss control review on paddle, tennis and fitness, and in a few weeks they will conclude with maintenance of parks and golf course.

Superintendent Heiser reported on recent golf course events, and said that 11 new pieces of equipment have been installed in the Fitness Center, along with new televisions, carpeting, flooring, and fresh paint.

Superintendent Foster said that maintenance staff is working on ash tree removal at the golf course and in the parks. Also, roof repair is currently being done, and work on handicap parking ramps and front door stoops will begin soon.

Regular Board Meeting of September 15, 2014

Finance Committee – Commissioner Wallace said that the Committee discussed the audit and the budget. They will try to streamline the budget process presentation to the Board and make it easier to understand. Dates for the budget meetings will be announced at the October Regular Board Meeting. The Budget Books will be distributed one week before the November 17th Board Meeting.

Friends of Lake Bluff Parks – Commissioners agreed that the Luau was a lot of fun, and they expressed their thanks to the Friends and to the staff.

EXECUTIVE SESSION

President Wallace moved, seconded by Commissioner Gordon, to adjourn into Executive Session, at 9:19 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, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: R. Douglass

Motion carried.

The regular meeting reconvened at 9:23 p.m. with the following persons present: S. Ehrhard, K. Considine, B. Gordon, K. Gronau, K. McKendry, R. Wallace, R. Salski, J. Lakeman, E. Heiser, R. Foster, S. Bagley, M. Iverson, 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 Gordon, to adjourn the meeting at 9:24 p.m. The motion carried by unanimous voice vote.