

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF SPECIAL BOARD MEETING
DECEMBER 8, 2014**

The Special Board 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 call was called: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, B. Wallace, and President 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; Micah Kamin, Facility Maintenance Services Manager; Noah Mach, Park Services Manager; Jeff Spillman, Communications and Promotions Manager; Tami Zylka, Fitness & Healthy Lifestyle Manager; Eric Moran, Racquet Sports and Facility Services Manager; Dawn Dahl, Recording Secretary.

Others present were Jan Schnobrich.

Approval of Agenda

A motion was made by Commissioner Ehrhard, seconded by Commissioner McKendry, to approve the December 8, 2014 agenda as submitted. **All In Favor.**

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Statement of Visitors - None

PUBLIC HEARING

President Considine requested a motion to open the public hearing for the discussion of the 2015 Tax Levy, Commissioner Ehrhard moved, and seconded by Commissioner B. Gordon to move into Public Hearing.

On the roll call, the vote was as follows:

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

NAY: None

ASTAIN: None

ABSENT: None

Motion carried.

President Considine stated the purpose of the Public Hearing is to give all persons desiring to be heard will have the opportunity to present written or oral testimony at this time. Executive Director Salski explained on Nov. 18, the Board held an open discussion at the Regular Board meeting regarding the tax levy. Executive Director Salski stated the Board anticipates having a Tax Levy discussion at the Budget Meeting allowing the opportunity to see the entire budget.

He stated the Ordinance will get approved at the December 15 meeting and the Park District will file it with the County.

Executive Director Salski stated as part of the tax levy, if the board chooses to take the CPI which is 1.5% that would be \$39,978.00 which doesn't include new construction. He stated the potential which would bring tax receipts of \$64,705.00. He stated the Board will discuss in January or February when the 2015 C.P.I. comes out.

President Considine stated no one has provided written testimony. He declared that all those that wish to give oral testimony have had the opportunity to do so. No residents provided oral testimony. He asked for a motion to adjourn the public hearing portion of the meeting.

Commissioner Ehrhard moved, seconded by McKendry, to adjourn the public hearing.

On the roll call, the vote was as follows:

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

NAY: None

ASTAIN: None

ABSENT: None

Motion carried.

NEW BUSINESS/ACTION ITEMS

AN ORDINANCE providing for the issue of not to exceed \$3,127,940 Park Bonds of the Lake Bluff Park District, Lake County, Illinois, for the purpose of repairing and improving Sunrise Park and Beach, the Recreation Center, Artesian and Blair Parks, the Knollwood parks and the Aquatic Facility, including the Wading Pool, and providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds. Ordinance 2014-I - Approval

President Considine announced that the Board of Park Commissioners would consider the adoption of an ordinance providing for the issue of District's general obligation park bonds pursuant to the November 4, 2014, referendum and the levy of a direct annual tax sufficient to pay the principal and interest thereon.

Park Commissioner Douglass presented the agenda item for the ORDINANCE providing for the issue of not to exceed \$3,127,940 Park Bonds of the Lake Bluff Park District, Lake County, Illinois, for the purpose of repairing and improving Sunrise Park and Beach, the Recreation Center, Artesian and Blair Parks, the Knollwood parks and the Aquatic Facility, including the Wading Pool, and providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds. Ordinance 2014-I - Approval

Secretary Salski read by title an ordinance providing for the issue of not to exceed \$3,127,940 Park Bonds of the Lake Bluff Park District, Lake County, Illinois, for the purpose of repairing and improving Sunrise Park and Beach, the Recreation Center, Artesian and Blair Parks, the Knollwood parks and the Aquatic Facility, including the Wading Pool, and providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds.

Park Commissioner Ehrhard moved and Park Commissioner Gronau seconded the motion that said ordinance as presented and read by title be adopted.

After a full discussion thereof, President Considine directed that the roll be called for a vote upon the motion to adopt said ordinance.

Commissioner Ehrhard moved, seconded by Gronau, to approve the Ordinance.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried. The ordinance is adopted.

Personnel Policy Manual

In 2012, the Park District amended its policy to exclude new part-time employees hired after January 1, 2012 from being eligible to participate in the plan. This clause is no longer needed and in fact hinders any previously eligible employees from going to the Marketplace to access more affordable coverage. Staff is proposing removal of the language as highlighted attached.

Commissioner Gronau moved, seconded by Commissioner Wallace, to approve removing the clause. All In Favor.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Budget Discussion

Executive Director Salski thanked the staff for all their efforts as well as the Finance and Future Planning Committee. Director Salski presented the Executive Summary explaining it is a review of what the budget is about followed by the narratives.

Executive Salski discussed the Department of Administration Services. The district will update and reprioritize to fund projects. Jeff Spillman proposed having an informational board to keep guests up to date on Park District events and information. Commissioner Ehrhard wanted to know size of video screen and where it would be located. Spillman responded it will be located in the lobby. Sarah Bagley discussed the HR staffing plan, reducing unemployment costs, and health insurance. Commission Douglass asked if this would be beneficial to employees. Bagley responded yes. Jim Lakeman discussed developing and implementing the Recreation Master Plan for where we are at with recreation plans and seeing where we can grow with enrichments as well as membership incentives. Ed Heiser discussed developing the Facility Operations Plan and creating a great racquet sports program. Rob Foster presented the need for the removal of Ash Trees. An Ash tree in the playground needs to be removed for safety reasons. Commissioner McKendry asked if a shade tree would be planted. Based on the age of the tree and safety concerns, the tree will need to be removed. Director Salski summarized the Administration Services by saying 23 out of 39 initiatives were completed.

Commissioner Wallace discussed the finances and mentioned the finances are organized it in a way that is more easily understandable due to a new budget worksheet. President Considine thanked Commissioner Wallace and the staff for all their hard work and for easing the review of the financials.

For the General Fund Administration, Manager Bagley proposed up to a 3% merit increase for positions. Commissioner Douglass asked if that was for public and private positions and Manager Bagley responded, yes for both. Manager Spillman discussed having one sign with no advertising. Commissioner Ehrhard confirmed we would not be advertising. Manager Spillman responded we would not use it for advertising. Manager Bagley discussed the unemployment and how she is looking into reducing it as well as looking into other health insurance options. Commissioner Douglass asked if the District would be staying with the village insurance or being separate. Manager Bagley stated it would be good to look at all options.

Manager Foster presented the General Fund Park Maintenance stating it is hard to keep seasonal personnel and biggest challenge is the pay. The District has increased the pay, but it is still lower compared to others. Several Commissioners were concerned and asked what the District was going to do to address that. Manager Foster responded it would be increased to \$10.50 an hour. Commissioner McKendry asked if the community could be notified about the Artesian Park tree removal. The response was a communication would be sent out. Commissioner Ehrhard asked about recycling old garbage cans when they have been replaced with new ones. Director Salski responded some would be recycled and some would not.

Director Salski spoke about the Recreation Fund, stating he is looking to add staff.

Ed Heiser presented the Recreation Fund Facility Services. The District plans to increase rentals and Kidzone and utilize the rental rooms as much as possible. Manager Lakeman presented he feels we can maximize the Kidzone at 5,200, which is capacity. There will be an increase in drop and shop, which could bring in \$8,000 in revenue. Manager Foster discussed hiring additional personnel since the District is falling short on evening and weekend hours. Commissioner Ehrhard asked who would monitor the staff. Manager Foster explained the District would hire someone that could work independently and that Micah would overlap hours to oversee the new staff member. Commissioner Douglass asked about security. Manager Foster explained that is why this new person is needed so that he/she can oversee the building. It will be a 9 month position.

Manager Lakeman presented the Recreation Fund Recreation Programs saying every area except adult athletics will have growth. Jim has 28 people currently reporting directly to him. Based on the growth and direct reports, a full-time Recreation Manager needs to be hired. Commissioner Wallace asked what the 5 year trend is. President Considine noted the Village and schools have that data. Manager Lakeman said there will be no increase with dance and basketball has growth potential.

Manager Lakeman presented beach and said he is anticipating an increase in rentals. Commission Considine asked how many paddle boards we have. Manager Lakeman stated two, but he is budgeted to get two more. Commissioner Douglass asked about the sand from the beach. Manager Lakeman said he is waiting to hear back from PDRMA about the sand. The goal is to try to fix the beach before summer 2015.

Superintendent Heiser and Manager Zylka presented the Health & Fitness Center Sub-Fund. The District will be creating a six month membership for seniors based on feedback. Commissioner

Ehrhard asked how to expand Pickleball. Discussion about where to have it after year one will occur.

Manager Moran presented the Recreation Fund Racquet Sports (formerly Paddle) stating everything has now been combined. The District plans to utilize the courts and target Libertyville as possible growth. Programs may be offered at different times to expand. Commissioner Considine asked if the District could reach out to Lake Forest to have them say they offer Paddle in Lake Bluff. Manager Heiser plans to reach out to them.

Manager Lakeman discussed the Aquatic Facility saying he has high expectations. The District will incentivize the community to get memberships early since there will be a discount. Manager Foster stated the fulcrum is in need of repair.

Manager Heiser presented the Recreation Fund Golf Club. He is budgeting for more days next year and working on demand based pricing. Commissioner Gordon asked what demand based pricing is. Manager Heiser explained it is utilizing as many tee times as possible. President Considine asked if we could get stats from GolfNow. Manager Heiser doesn't believe they provide that information but he will ask. He anticipates growth next year. Manager Foster presented Golf Maintenance stating there are no operational changes and that Ash trees will be removed.

Director Salski spoke about the small funds and the need to move money to other funds to make sure the District is not doing inner funds. He mentioned a lot of balancing will be required and the District needs to look at indirect expenses and how to reduce them.

VERBAL COMMUNICATIONS

Executive Director Report:

Director Salski mentioned Stonebridge development will be discussed at the December 15 Board meeting. President Considine updated the Board on conversations about Stonebridge and land dedication and impact fees.

10:25 p.m. Commissioner Ehrhard left the meeting.

ADJOURNMENT

There being no further business, motion was made by Commissioner McKendry, seconded by Commissioner Douglass, to adjourn the meeting at 10:32. The motion was carried by unanimous voice vote.