

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
APRIL 20, 2015**

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, B. Wallace, and President K. Considine.

Absent were Commissioners S. Ehrhard and K. McKendry.

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; and Rob Foster, Superintendent of Golf, Park and Facility Maintenance.

**Approval of Agenda**

Commissioner Gronau moved, seconded by Commissioner Wallace, to approve the April 20, 2015 Agenda, as submitted.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, K. McKendry

**Motion carried.**

**Statement of Visitors** – None

**MINUTES**

**Approval of Minutes of March 16, 2015 Regular Board Meeting**

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve the Minutes of the March 16, 2015 Regular Board Meeting, as presented.

**On the roll call, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, K. McKendry

**Motion carried.**

## **Regular Board Meeting of April 20, 2015**

Commissioner S. Ehrhard now present at 6:32 p.m.

### **CONSENT AGENDA**

**Approve Invoice Schedule for the period ending April 2, 2015**

**Approve Invoice Schedule for the period ending April 14, 2015**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** K. McKendry

**Motion carried.**

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

### **FINANCE**

#### **March 2015 and Year to Date Financials**

Director Salski said March's beginning Pooled Cash was \$4,812,035. As of March 31, 2015, the total liabilities, equity, and surplus (Pooled Cash) was \$4,679,171. As of March 31, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$1,757,516.

Month to date was favorable \$66,033. The major contributors to this month's favorable results were General Fund \$17,189, Recreation Fund \$30,563, and Capital Fund \$23,250.

Superintendent Lakeman reported on pre-registration monies collected for preschool, and explained how payments were arranged.

Executive Director Salski noted that the golf course and fitness center have been performing well so far this year.

Commissioner Gordon moved, seconded by Commissioner Douglass, to accept the March 2015 Financial report.

**Regular Board Meeting of April 20, 2015**

**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.**

**Purchase Cards – Ratification**

Director Salski reported that March 2015 purchases were \$32,234.97 versus March 2014 purchases which were \$26,604.37.

Commissioner Gronau moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$32,234.97.

**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.**

**NEW BUSINESS/ACTION ITEMS**

**Administration Policy – Section 7.4 – Recreation Facility and Rental Use Policy – Military Rates – Revisions and Additions - Approval**

Superintendent Heiser said that currently the Park District does not specifically have a military category for guest registration. Staff surveyed local park districts and recreation departments to determine policies regarding military discounts on recreational programming and memberships. He provided information on his findings in a memo and reviewed the details. He said the policy would be reviewed on an annual basis.

Commissioners were in agreement with the changes.

Commissioner Gronau moved, seconded by Commissioner Douglass, to approve revisions and additional policies for active military personnel on daily fees, facility rentals, programs and memberships, as outlined in the memo dated April 15, 2015 from Superintendents Ed Heiser and Jim Lakeman.

## **Regular Board Meeting of April 20, 2015**

### **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.**

### **Administrative Policy – Section 7.4 – Recreation Facility and Rental Use Policy – City of Lake Forest Residents Receiving Lake Bluff Resident Rates – Additions – Approval**

Superintendent Heiser explained that the Lake Forest/Lake Bluff Joint Task Force recommended waiving non-resident admissions and program fees for their respective communities. Staff estimated the financial impact on programs and facility areas. In November, 2014, the Lake Forest Parks and Recreation Board approved waiving the non-resident program and admission fees for Lake Bluff residents dependent on the reciprocal approval by the Lake Bluff Park District.

Superintendent Heiser reviewed the current policy and outlined the changes. He said the amended policy would be implemented in September and would be reviewed on an annual basis.

Commissioners were in agreement with the changes.

Commissioner Gronau moved, seconded by Commissioner Gordon, to approve the following additional policies for City of Lake Forest residents on daily fees, programs, and memberships:

The Park District has daily fees, memberships and programs for the Fitness Center, Paddle Tennis, Golf Club and Recreation Programs. Specific details are listed in the Lake Bluff Park District brochure and website. This policy does not include the Aquatic Facility, Open Gym and Sunrise Park and Beach. Open Gym is available for City of Lake Forest middle and high school students. City of Lake Forest residents receive second priority in registration.

### **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.**

### **2015-2019 Strategic Plan - Update**

President Considine stated that the Board met twice to review the 2015-2019 Strategic Plan and identified what needed to be changed. Staff is implementing the changes now and the final version will be ready in May.

## **Regular Board Meeting of April 20, 2015**

### **Special Meetings – Referendum Projects Cost - Approval**

Executive Director Salski said that Board permission was needed for two special meetings to discuss referendum projects. On April 27, 2015, W. B. Olson and FGM Architects will present the Aquatic Facility and Sunrise Park and Beach costs based on previous board meetings. The firms will also present alternatives with costs.

On May 4, 2015, ACG, Inc. and WR Engineering will present the Recreation Center Roof and HVAC costs based on the referendum. The firms will also present alternatives with costs.

Executive Director Salski said that decisions will need to be made at the April 27<sup>th</sup> meeting, because staff needs to go out for bids by the end of June. A special meeting will be called in July to approve the bids.

### **WRITTEN COMMUNICATIONS**

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

### **VERBAL COMMUNICATIONS**

Executive Director Salski thanked the Board Members for spending extra time on the Strategic Plan.

Manager Bagley reported that some vacancies have been filled, but the recruitment process continues.

Superintendent Foster said a full-time facility maintenance person is still needed. He reminded everyone about the Arbor Day Ceremony taking place on April 24<sup>th</sup>, at 2:00 p.m., in the front of the Recreation Center. A Ginkgo Tree, donated by the Village of Lake Bluff, will be planted, and preschool children will take part in the ceremony.

Superintendent Lakeman noted that an all-agency safety training workshop will be held on Sunday, April 26<sup>th</sup>, at 5:00 p.m. He said the pool opening is scheduled for Memorial Day weekend, and the Beach will open a week before.

Superintendent Heiser said that Paddle Ball is wrapping up, and the Golf Course opened on March 19<sup>th</sup>. He noted that there have been very favorable comments about Hel's Kitchen.

### **EXECUTIVE SESSION**

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to adjourn into Executive Session, at 7:10 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 the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.

**Regular Board Meeting of April 20, 2015**

**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.**

The regular meeting reconvened at 7:23 p.m. with the following persons present: R. Douglass, S. Ehrhard, K. Considine, B. Gordon, K. Gronau, B. Wallace, and M. Jendreas.

**ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION**

Commissioner Gronau moved, second by Commissioner Gordon, to accept the recommendation of the Finance Committee for a Compensation Package for Executive Director Ron Salski for the years 2015-2016, as discussed in Executive Session of April 20, 2015.

**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.**

**ADJOURNMENT**

There being no further business, motion was made by Commissioner Gronau, seconded by Commissioner Douglass, to adjourn the meeting at 7:27 p.m. The motion carried by unanimous voice vote.