

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
FEBRUARY 23, 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, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, B. 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; Ed Heiser, Superintendent of Facility Services; and Micah Kamin, Facility Maintenance Services Manager.

Also present were Larry McCotter from Native Restoration Services; John Dzarnowski and Adam Nowoj from FGM Architects.

Approval of Agenda

Commissioner McKendry moved, seconded by Commissioner Gordon, to approve the February 23, 2015 agenda, as submitted.

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

MINUTES

Approval of Minutes of January 26, 2015 Regular Board Meeting

Commissioner Douglass moved, seconded by Commissioner McKendry, to approve the Minutes of the January 26, 2015 Regular Board Meeting, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: K. Gronau

ABSENT: None

Motion carried.

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CONSENT AGENDA

Approve Invoice Schedule for the period ending February 2, 2015

Approve Invoice Schedule for the period ending February 23, 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, K. McKendry, B. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Commissioner Gronau moved, seconded by Commissioner McKendry, 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, K. McKendry, B. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

FINANCE

January 2015 and Year to Date Financials

Director Salski said January's beginning Pooled Cash was \$2,083,439. As of January 31, 2015, the total liabilities, equity, and surplus (Pooled Cash) was \$4,964,940. As of January 31, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$2,036,210.

Month to date was \$3,129,162 favorable as compared to projections. The major contributor was the Master Capital Fund, \$3,129,021 favorable due to the funding of the Revenue Bonds. This is the first month of the fiscal year, so January year to date mirrors month to date.

Commissioner Gordon moved, seconded by Commissioner Wallace, to accept the January 2015 Financial report.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

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Motion carried.

Purchase Cards – Ratification

Director Salski reported that January 2015 purchases were \$25,409.32 versus January 2014 purchases which were \$33,214.69.

Commissioner McKendry moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$25,409.32.

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.

NEW BUSINESS/ACTION ITEMS

Aquatic Facility Amenities

Director Salski discussed the necessity to make the Wading Pool amenity and locker room decisions at the February meeting in order to properly submit to the Illinois Department of Public Health.

John Dzarnowski and Adam Nowoj from FGM Architects presented the Wading Pool options with amenities and outlined potential costs to remodel the men's locker room showers. John outlined three different options: replacement of pool with same shape; alternate shape with three straight sides and one curved side with a pool deck and screening from larger pool for privacy; and smaller 1200 square foot oval pool with amenities such as soft-play animals, spray feature, and toddler slide on deck entering water. All versions of the pool would go from zero depth to two feet deep. Other amenities could include an umbrella in the water and/or shade structures on deck. He displayed photos of the amenities.

Commissioners asked about existing plumbing and lighting fixtures. Manager Kamin said they were all in fairly good shape. John said depending on the cost of the project, there could be money left to replace some of the lighting and/or plumbing fixtures.

Commissioners discussed the size of the pool and that they didn't want it smaller than the old pool which was 1800 square feet. John noted that a 1400 square foot or smaller pool is cost effective, and anything larger than that size would tremendously increase the cost. Other comments and/or suggestions included: no plantings over 12 inches high between pools, not all the shade structures are needed, and there should be picnic tables in the grassy area.

John and Adam said they would review comments from Commissioners and put together a draft plan to be presented at the next regular board meeting.

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Referendum Projects - Timeline

Director Salski outlined the four key projects: Sunrise Park and Beach bath house and stairs, Aquatic Facility, roof construction project, and Artesian Park. He said he would try to cut down some costs, such as electrical, if the electrical portion of more than one project can be bid together.

Ordinance 2015-C – Declaration of Surplus Personal Property and Authorization for Disposal

Director Salski said that pursuant to 70 ILCS 1205/8-22, the Park District disposes of property it deems to be of no use to the Agency and, traditionally, it has been sold at auction. If it has no value, it is disposed of in the most economical method possible.

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve Ordinance 2015-C – Declaration of Surplus Personal Property and Authorization for Sale or Disposal.

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.

Sunrise Park and Beach – Tree Maintenance/Removal Plan

Director Salski explained that in 2014, the Board approved a Tree Inventory Plan which includes Ash and Norway Maple trees. The tree removal cost estimates are focused on removing dead or dying Ash Trees and non-native trees on the north end (Mountain Avenue to Center Street).

In 2015, the Park District anticipates expending over \$20,000 in tree removal, specifically in Sunrise Park and Beach, other parks, and the golf course. Typically, a bid is required; however, specific expertise and knowledge of work completed is required, and the Park District Attorney concurs with this fact. Native Restoration Services has been maintaining the bluff since 2014 and have done an excellent job with safe results. Therefore, the Park District is allowed to separate the Sunrise Park and Beach tree removal from the other estimates.

Larry McCotter explained the plan in more detail, and a discussion ensued among Commissioners.

Director Salski said the proposed tree removal consists of 33 Ash Trees and 39 Norway Maple Trees (invasive). Native Restoration Services, Inc. proposal is \$18,900. The Park District budgeted \$8,500 from the Sunrise Park and Beach sub-fund and staff recommends allocating the additional \$10,400 from the Capital Fund – Sale of Land to 718 Mountain Avenue.

Commissioners discussed fund allocation for the project and were in agreement with staff's recommendation.

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Commissioner Gronau moved, seconded by Commissioner McKendry, to approve removal of 72 trees outlined in the Tree Inventory with the project not to exceed \$18,900, and allocating the appropriate expenses from the Capital Fund – Land Improvements, Sale of Land at 718 Mountain Avenue, and Sunrise Park and Beach sub-fund.

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.

Sunrise Park and Beach – Bluff Vegetative Maintenance

Director Salski explained the Park District has spent \$41,220 in Year One of the Bluff Vegetative Maintenance Plan. This includes removing mostly invasive woody materials and plants and spray treatments. This expense is substantially less than anticipated, and staff is requesting the Board to consider amending the budget to include more invasive removal, weed control and stewardship to finalize Year One of the Plan. Additional maintenance is required on the north end as defined as Open Succession Meadow.

Director Salski said that Native Restoration Services, Inc. has provided a \$19,500 proposal. If approved, the Park District would be reinvesting over \$60,000 into bluff maintenance and stewardship. This maintenance would be a significant difference and direction from the past 20 years.

Commissioners discussed fund allocation for the project and were in agreement with staff's recommendation. All agreed that bluff maintenance should be part of the annual budget.

Commissioner Gordon moved, seconded by Commissioner McKendry, to authorize the Executive Director to approve the bluff maintenance, as discussed, with \$12,000 being allocated from the Capital Fund – Land Improvements, Sale of Land at 718 Mountain Avenue, and \$7,500 (stewardship) from the Sunrise Park and Beach Sub-Fund.

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.

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Purchase of a 2015 Ford F-350 Pickup Truck through the State of Illinois Joint Purchase Contract #4017340

Director Salski explained as per the 2015 approved budget, the Park District will be replacing a 2001 Chevy 1500 Pickup Truck with 172,554 miles on it. The State Purchasing Bid process would be used to purchase a 2015 Ford F-350 Truck through the State of Illinois Joint Purchase Contract # 4017340. Therefore, a formal bid will not be required.

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to award the purchase to Bob Ridings Inc. Fleet Sales Program, for the amount not to exceed \$35,254, for equipment specified in the 2015 Ford F-350 pickup truck contract. This figure includes the trade-in value of the 2001 Chevy 1500 Pickup Truck (\$1,200).

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.

Financial and Accounting Management Services

Director Salski explained that the history of financial operations within the Park District. After the passage of the referendum and discussions with Board Members, Director Salski said he became concerned with providing spreadsheets, being prepared to provide updated Capital costs and plans, and meeting bond and financial requirements. He has realized the Board will need to make important decisions related to the referendum, future projects and operations. Therefore, he is proposing the 2015 Budget be amended to include \$25,000 to \$30,000 for financial and accounting services. Director Salski said he received proposals from two firms.

A lengthy discussion ensued among Commissioners and everyone agreed that a part-time position was definitely warranted and the cost should not exceed \$25,000.

Commissioner Gronau moved, seconded by Commissioner Wallace, to approve amending the 2015 Budget to include Financial and Management Services not to exceed \$25,000, and authorize the Executive Director to enter into an agreement with a qualified firm.

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.

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Lake Bluff Golf Club – Food and Beverage Services Agreement

Superintendent Heiser explained that on October 31, 2014, the previous contract for food and beverage services at the Lake Bluff Golf Club was terminated by the vendor, Parkway Banquets. He said staff issued a Request for Proposal (RFP) in January, 2015. Hel's Kitchen Catering submitted a proposal which included a \$7,000 annual payment in addition to 10% of gross sales over \$110,000 annually. Reference checks were very positive.

Commissioner Gronau said the Food and Beverage Committee toured Hel's Kitchen facilities and sampled many of the foods and everything was excellent. Other Commissioners agreed that the food service has an excellent reputation for good food and service.

Commissioner Gronau moved, seconded by Commissioner McKendry, to authorize the Executive Director to enter into an agreement with Hel's Kitchen Catering to exclusively provide daily, golf outing, and event food and beverage services at the Lake Bluff Golf Club. The one exception will be food and beverage service at the post-golf dinner for the annual Martin Golf Outing.

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.

2015 Budget – Amendment

Director Salski said that due to the approval of the referendum, the 2015 Budget is significantly impacted; therefore, it is recommended to amend the budget. He reviewed the changes.

Commissioner Wallace moved, seconded by Commissioner Gordon, to approve the amended 2015 Budget as presented tonight, with the change for Financial and Accounting Management Services not to exceed \$25,000 and split evenly between the operation budget and the capital budget.

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.

WRITTEN COMMUNICATIONS

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

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VERBAL COMMUNICATIONS

Executive Director Salski listed some important dates: March 2nd – Committee of the Whole Meeting, March 6th Legislative Breakfast at Lake Bluff Park District, April 24th – NSSRF Banquet, IAPD Legislative Conference in Springfield April 28th and 29th. Director Salski has been invited to attend a Symposium in Atlanta in May entitled “Agents of Change”.

Superintendent Lakeman reported that the recent Father/Daughter Dance has 130 in attendance.

Manager Bagley reported that the Personnel Department is getting ready to start hiring for summer positions.

EXECUTIVE SESSION - None

ADJOURNMENT

There being no further business, motion was made by Commissioner Gronau, seconded by Commissioner Gordon, to adjourn the meeting at 9:40 p.m. The motion carried by unanimous voice vote.