

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
JUNE 15, 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 Douglass.

The following Commissioners were present when the roll was called: K. Considine, B. Gordon, K. Gronau, K. McKendry, B. Wallace, and President R. Douglass.

Commissioner S. Ehrhard was absent.

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; Rob Foster, Superintendent of Golf, Park and Facility Maintenance; Jeff Spillman, Communications & Promotions Manager; and Eric Moran, Racquet Sports & Facility Services Manager.

Also present were Jami and Mary Considine and LaVonne Wandschneider, Financial/Accounting Advisor.

Approval of Agenda

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve the June 15, 2015 Agenda, as amended, as follows: Remove Item C. 2015-2019 Strategic Plan under Section V., and add Item B. to Section IX. Item B to read – Discussion of the meetings lawfully closed under the Open Meetings Act, whether for purposes of Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting by Section 2.06 per 5 ILCS 120/2(c)(11).

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

Statement of Visitors – None

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MINUTES

Approval of Minutes of May 18, 2015 Regular Board Meeting

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the Minutes of the May 18, 2015 Regular Board Meeting, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending June 1, 2015

Approve Invoice Schedule for the period ending June 15, 2015

Commissioner Wallace moved, seconded by Commissioner McKendry, to accept the items on the Consent Agenda as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

Commissioner Considine moved, seconded by Commissioner McKendry, to approve the Consent Agenda as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

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FINANCE

May 2015 and Year to Date Financials

Director Salski said May's beginning Pooled Cash was \$4,484,129. As of May 31, 2015, the total liabilities, equity, and surplus (Pooled Cash) was \$4,294,302. Adjusting for Referendum Projects (\$3,017,827), net operating cash is \$1,276,475. As of May 31, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$1,650,959.

Month to date was unfavorable \$99,291. The major contributors to this month's unfavorable results were General Fund \$27,395, Recreation Fund \$41,430, and Master/Capital Fund \$18,854. It should be noted that real estate tax collection in May, 2015 was \$63,646 less than in May, 2014. This will be made up throughout the year.

Commissioner Gordon moved, seconded by Commissioner Gronau, to accept the May 2015 Financial report.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

LaVonne Wandschneider, Financial Accounting Advisor, said she is working with Commissioner Wallace to revise some of the information given out to the Board and summarize it so that it can save time for staff. The new document will help with the planning and it will show where the money is coming from.

Executive Director Salski said there will be challenges with the timing of the bonds.

Purchase Cards – Ratification

Director Salski reported that May 2015 purchases were \$46,069.60 versus May 2014 purchases which were \$34,766.

Commissioner Gronau moved, seconded by Commissioner McKendry, to ratify the Purchase Card payment of \$46,069.60.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

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OLD BUSINESS

Recognition of Past Board President Kevin Considine

President Douglass presented past President Considine with an appreciation plaque for his years of service. Executive Director Salski thanked Kevin Considine for his support and he listed some important accomplishments.

Park District Board Committees – Appointments

President Douglass recommended the following appointments for the 2015-2016 Board year:

Finance, Administration & Future Planning Committee – Brock Gordon, Chair; Bob Wallace, Member

Parks & Beach Committee – Kevin Considine, Chair; Susan Ehrhard, Member

Facilities & Programs Committee – Kurt Gronau, Chair; Kauri McKendry, Member

Tri-Advisory & Intergovernmental Committee – Rob Douglass, Chair; Brock Gordon, Member; Kevin Considine, Alternate

Friends of Lake Bluff Parks – Susan Ehrhard, Liaison; Kevin Considine, Alternate

Property & Public Land Use Advisory Committee – Rob Douglass, Member

Commissioner Gordon moved, seconded by Commissioner Considine, that the aforementioned appointments be accepted and ratified for the 2015-2016 year.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

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NEW BUSINESS/ACTION ITEMS

Capital Plan – Registration Software (Active Network LLC) and Paddle Club (Lights)

Manager Spillman explained that Class by Active Network will be ending product support and retiring its software in 2017. In order for clients to remain with Active, they will be required to move to web based software by December 2016, and Class is offering a group buy program which reduces costs significantly when compared to their standard fees.

Manager Spillman said that since the new software is web based, it offers more functionality and will have the capability for an internet connection to be established at remote sites such as the beach. The Park District only has until June 30, 2015 to reach an agreement in order to qualify for the group program. He said that staff contacted and visited other agencies to outline a recommendation. LaVonne Wandschneider outlined the upfront and future (10 year) costs.

Executive Director Salski said that the \$36,299 is an unplanned capital expense; however, the Park District has available funds within the \$1.3 million Capital Plan.

Commissioner Considine moved, seconded by Commissioner Wallace, to authorize the Executive Director with Attorney approval, to enter into an agreement with Active Network, LLC.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

Superintendent Heiser provided information on the Paddle Club light problem. He said there are two options: higher wattage lights at a cost of \$28,000; or replacement with LED fixtures at a cost of \$43,000.

Commissioner Wallace said he would like to get through referendum expenditures before a decision is made on what to do with the lights. He asked if any type of upgrading could be done in the meantime and Manager Moran said that any change in wattage would require a change in wiring.

A discussion ensued and it was Board consensus to take the matter to the Paddle Committee for further discussion. Executive Director Salski said he will bring this matter back to the Board in July or August.

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Cleaning Services Bid

Superintendent Heiser explained that the Park District received seven sealed bids for Cleaning Services. The lowest responsible bidder was Perfect Cleaning Service, Inc., and reference checks were positive.

Commissioner Gordon moved, seconded by Commissioner McKendry, to accept the bid from Perfect Cleaning Service, Inc. and authorize the Executive Director, on behalf of the Park District, to enter into an agreement for an amount not to exceed \$54,130 annually over two years and \$55,050.00 in the third year for the cleaning services as specified in the bid document.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

LaVonne Wandschneider exited the meeting at 7:30 p.m.

Ordinance 2015-E – Prevailing Wage

Executive Director Salski said that annually, the State of Illinois requires that each June all government agencies adopt the Prevailing Wage Ordinance to ensure that an agency's contractor pays the appropriate amounts to its outside contractors.

Commissioner Considine moved, seconded by Commissioner McKendry, to adopt Ordinance 2015-E – Prevailing Wage Rates to be Paid to Laborers, Mechanics and other Workers Performing Construction of Public Works for the Lake Bluff Park District.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

Manager Spillman exited the meeting at 7:36 p.m.

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Administrative Policy Manual – Revision – 4.15 Freedom of Information Act (FOIA)

Executive Director Salski advised that the Lake Bluff Park District is going through the Distinguished Accreditation process which requires the FOIA Officers that are appointed, to complete the electronic training curriculum within 30 days of assuming the position. The following appointments are recommended: FOIA Officers – Human Resources Manager, Superintendent of Recreation, Safety & Outreach Services, Superintendent of Facility Services, and the Executive Director. Open Meetings Officers – Human Resources Manager, Superintendent of Recreation, Safety & Outreach Services, Superintendent of Facility Services and the Executive Director.

Commissioner McKendry moved, seconded by Commissioner Gordon, to revise Section 4.15 Freedom of Information Act Policy in the Administration Policy as presented in the memorandum.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

Personnel Policy Revision – Section 11.6 Exit Interview

Manager Bagley stated that staff is proposing to revise 11.6 Exit Interview and delete paragraph two which states that any resigning employee may conduct their exit interview with the President of the Board of Commissioners. Exit interviews will be done by either the Human Resources Manager and/or the Executive Director.

Commissioner Gronau moved, seconded by Commissioner Wallace, to revise Section 11.6 Exit Interview in the Personnel Policy Manual, as presented in the memorandum.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

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Lake Bluff Pool – Wading Pool Amenities

Executive Director Salski said that he met with Commissioner McKendry, Superintendent Lakeman, Manager Kamin and four young mothers to review feedback for the Wading Pool. The areas discussed were: shade, slide, play features, deck chairs and grass area. The main opinion expressed was to go with the smaller shade structures rather than the canopy, which everyone felt was too large.

There was Commissioner's consensus to go with one specification which showed four shades and a fifth could always be added if it was needed.

Sunrise Park and Beach – Stairs and Bathroom Projects – Update

Executive Director Salski displayed renderings of the Sunrise Park and Beach stairs which will be constructed of all wood. These renderings will also be shared with the Foundation. The Park District will appear before the Village's Architectural Board of Review and the Village Board on July 7th to get approval.

WRITTEN COMMUNICATIONS

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

VERBAL COMMUNICATIONS

Superintendent Heiser said there was a concern about the visibility of the lines for pickleball on the tennis courts. He proposed taping one court to highlight the lines.

A discussion ensued and Commissioners felt this matter should be discussed with the Committee in order to determine which court would be best to use as a long term fix and if it should be at Blair Park or Artesian. They recommended taping Court #4 temporarily until a more permanent decision can be made.

President Douglass advised that a final report will be completed in the near future by the Property and Public Land Use Advisory Committee.

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EXECUTIVE SESSION

Commissioner Gordon moved, seconded by Commissioner Considine, to adjourn into Executive Session, at 8:04 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; and discussion of meetings lawfully closed under the Open Meetings Act, whether for purposes of litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting by Section 2.06 per 5 ILCS 120/2(c)(11).

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

The regular meeting reconvened at 8:10 p.m. with the following persons present: R. Douglass, K. Considine, B. Gordon, K. Gronau, K. McKendry, B. Wallace, E. Heiser and M. Jendreas.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Commissioner Gronau moved, second by Commissioner Gordon, to approve Resolution 2015-C – Release of Closed Session Minutes.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: S. Ehrhard

Motion carried.

ADJOURNMENT

There being no further business, motion was made by Commissioner Considine, seconded by Commissioner Gordon, to adjourn the meeting at 8:11 p.m. The motion carried by unanimous voice vote.