

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
MARCH 16, 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: S. Ehrhard, B. Gordon, K. Gronau, B. Wallace, and President K. Considine.

Absent were Commissioners R. Douglass and K. McKendry.

Staff members present were Ron Salski, Executive Director; Ed Heiser, Superintendent of Facility Services, Sarah Bagley, HR Manager; Jim Lakeman, Superintendent of Recreation, Safety and Outreach Services; and Rob Foster, Superintendent of Golf, Park and Facility Maintenance.

Also present were Jim Moss, Co-Chair of the Land Use Advisory Committee and George Russell, Village Engineer of the Village of Lake Bluff.

**Approval of Agenda**

Commissioner Gronau moved, seconded by Commissioner Gordon, to approve the March 16, 2015 Agenda, as submitted.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

**Statement of Visitors – None**

**MINUTES**

**Approval of Minutes of February 23, 2015 Regular Board Meeting**

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to approve the Minutes of the February 23, 2015 Regular Board Meeting, as presented.

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

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

**Approval of Minutes of March 2, 2015 Committee of the Whole Meeting**

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to approve the Minutes of the March 2, 2015 Committee of the Whole Meeting, as presented.

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

**AYE:** S. Ehrhard, K. Gronau, K. Considine

**NAY:** None

**ABSTAIN:** B. Gordon, B. Wallace

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

**CONSENT AGENDA**

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

**Approve Invoice Schedule for the period ending March 10, 2015**

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, B. Gordon, K. Gronau, B. Wallace, K. Considine

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

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

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

## **Regular Board Meeting of March 16, 2015**

### **FINANCE**

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

Director Salski said February's beginning Pooled Cash was \$4,964,940. As of February 28, 2015, the total liabilities, equity, and surplus (Pooled Cash) was \$4,812,035. As of February 28, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$1,726,046.

Month to date presents unfavorable because the bond revenue was received in January. However, the amended budget occurred in February.

Commissioner Wallace moved, seconded by Commissioner Gronau, to accept the February 2015 Financial report.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

#### **Purchase Cards – Ratification**

Director Salski reported that February 2015 purchases were \$58,907.71 versus February 2014 purchases which were \$51,735.39.

Commissioner Gordon moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$58,907.71.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

### **OLD BUSINESS**

#### **Property and Public Land Use Advisory Committee – Presentation - Update**

Jim Moss, Co-Chair of the Public Land Use Advisory Committee, gave a presentation on the Lake Bluff Land Use Strategic Planning Process. A breakdown of the Strategic Plan involves property/portfolio facts, legal considerations, community/political considerations, and opportunity analysis and financial considerations.

## **Regular Board Meeting of March 16, 2015**

Mr. Moss said that the Task Force has three big needs from the Park District. They need to know the financial goals, vision on future scope of programs/services, and possible land use potential of Blair Park/Golf Course land. He noted that it would be great to have these answers by June, 2015.

President Considine, Commissioners, and Director Salski thanked the entire Task Force for all their hard work and said they were a great group of people to work with.

Jim Moss exited the meeting at 7:10 p.m.

## **NEW BUSINESS/ACTION ITEMS**

### **Ordinance 2015-D – Combined Budget and Appropriation - Approval**

Director Salski stated that the Park District is showing an appropriation total of \$10,897,757.93 for the calendar year 2015. The appropriation is higher than 2014 due to the capital projects. This appropriation reflects a 20% increase line item by line item, as well as additional capital improvements from the Board approved 2015 Budget in December and the amended budget. This common practice allows for any unforeseen expenses that might occur as a result of repairs, added programs, capital improvements, etc.

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to accept Ordinance 2015-D, the 2015 Combined Budget and Appropriation Ordinance, disclosing all necessary expenditures and liabilities in all of the District's funds for the calendar year beginning January 1, 2015 and ending December 31, 2015.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

### **Resolution 2015-B – Approving and Granting Permanent Easement and Temporary Easements for a Multi-Use Path Along the Northwest Corner of Artesian Park - Approval**

Director Salski explained the history of the multi-use path along the northwest corner of Artesian Park.

George Russell, Village Engineer of Lake Bluff, reviewed the location of the easements and the content of the "Donation Letter", which is formatted to IDOT standards.

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to authorize the Executive Director to sign the Donation Letter and approve Resolution 2015-B – Approving and Granting a Permanent Easement and Temporary Easement for a Multi-Use Path Along the Northwest Corner of Artesian Park.

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

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

George Russell exited the meeting at 7:25 p.m.

**Illinois Department of Transportation Agreement – Traffic Light -  
Waukegan Road/Foster Avenue - Approval**

Director Salski explained that in 1984 Shields Township, School District 65, and the Park District entered into a 20 year agreement with IDOT to install a traffic light at Foster and Waukegan Road. The three agencies were unaware it expired in 2004 but typically, traffic light maintenance agreements with municipalities get amended so maintenance occurs in perpetuity. The annual maintenance and electric services expense has been \$1600 to \$1700 per year per agency. Each year, the Park District has budgeted for this expense.

Director Salski recommends contributing to the traffic light, as children and adults cross the intersection to visit the park. Plus, the intersection is important for cars to turn left on Waukegan Road because the Park District coordinates field usage with the Baseball Association and other rentals.

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to authorize the Executive Director, pending Attorney approval, of an agreement with the Illinois Department of Transportation, for the Traffic Light on Waukegan Road and Foster, pending approval of School District 65 and Shields Township.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

**Personnel Policy Manual – Gambling Policy - Approval**

Manager Bagley said the Board discussed this policy at its Committee of the Whole Meeting on March 2, 2015. The following is the language that would be inserted in Section 2:

*The Park District prohibits most forms of gambling in the workplace, including professional or organized gambling activities. The District may allow exceptions to this prohibition for office or department-sanctioned pools, raffles, friendly wagers or District-sponsored events supporting a charitable or fundraising cause.*

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

Commissioner Wallace moved, seconded by Commissioner Gordon, to revise the Lake Bluff Park District Personnel Manual and add a Gambling Policy.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

**Personnel Policy Manual – Pre-employment Physicals/Drug Screens Policy – Full-Time Employees - Approval**

Manager Bagley said the Board discussed this policy at its Committee of the Whole Meeting on March 2, 2015. The following is proposed to be added to Section 2.16 Drug and Alcohol Policy: *All full-time applicants must pass a drug test/pre-employment physical before beginning employment or receiving an unconditional offer of employment.*

Commissioner Gordon moved, seconded by Commissioner Gronau, to revise the Lake Bluff Park District Personnel Manual Drug and Alcohol Policy.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

**Personnel Policy Manual – E Cigarettes Policy - Approval**

Manager Bagley said the Board discussed this policy at its Committee of the Whole Meeting on March 2, 2015. The following is proposed to be added to Section 7.2 Smoking Policy: *(including, but not limited to any tobacco device or e cigarette).*

Commissioner Wallace moved, seconded by Commissioner Gordon, to revise the Personnel Policy Manual and Conduct Ordinance Smoking Policy to include language not allowing E-Cigarettes.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

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

**Administration Policy Manual – Preparing and Updating Disclosures – Sections 5.8 and 6.24 - Approval**

Director Salski said that Chapman and Cutler LLP, Bond Attorney, has advised that the Park District is required to approve a policy for preparing and updating disclosures. The policy outlines tax compliance, securities compliance and market access responsibilities for the Compliance Officer, Executive Director.

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve a Preparing and Updating Disclosure Policy and be included in the Administration Policy under Sections 5.8 and 6.24.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

**WRITTEN COMMUNICATIONS**

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

**VERBAL COMMUNICATIONS**

Director Salski said that there will be signage at the front of the Recreation Center building stating that the wading pool will not be open this summer. He reported that the audit went very well.

Superintendent Foster said due to problems with the washer and dryer in the Fitness Center, staff is looking into replacing them next year.

Superintendent Lakeman said this is the prime season for pre-school registrations and for some of the other programs such as sailing, which is already filled up.

Manager Bagley reported that she was interviewing for seasonal staff.

Superintendent Heiser said the golf course will be open on Friday, March 20th.

**EXECUTIVE SESSION**

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to adjourn into Executive Session, at 7:54 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).

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

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, K. McKendry

**Motion carried.**

The regular meeting reconvened at 7:56 p.m. with the following persons present: S. Ehrhard, B. Gordon, K. Gronau, B. Wallace, R. Salski, K. Considine, R. Foster, S. Bagley, J. Lakeman, E. Heiser and D. Dahl.

**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 7:57 p.m. The motion carried by unanimous voice vote.