

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
MAY 18, 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; Jim Lakeman, Superintendent of Recreation, Safety and Outreach Services; Ed Heiser, Superintendent of Facility Services; Rob Foster, Superintendent of Golf, Park and Facility Maintenance, Sarah Bagley, Human Resources Manager and Marcia Jendreas, Recording Secretary.

Also present were John Shabica from Shabica & Associates; Ron Amen from Lauterbach & Amen Auditors; and residents Katie VanPelt and Tom Zarse.

Approval of Agenda

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve the May 18, 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

Resident Katie VanPelt, 367 Vincent Court, Lake Bluff, gave her comments about the herbiciding program for parks.

Approval of Minutes of April 27, 2015 Special Board Meeting

Commissioner Douglass moved, seconded by Commissioner Wallace, to approve the Minutes of the April 27, 2015 Special Board Meeting, as presented.

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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.

Approval of Minutes of May 4, 2015 Special Board Meeting

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve the Minutes of the May 4, 2015 Special Board Meeting, 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.

Approval of Minutes of May 8, 2015 Finance, Administration and Future Planning Committee Meeting

Commissioner Wallace moved, seconded by Commissioner Douglass, to approve the Minutes of the May 8, 2015 Finance, Administration and Future Planning Committee Meeting, 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.

CONSENT AGENDA

Approve Invoice Schedule for the period ending May 4, 2015

Approve Invoice Schedule for the period ending May 18, 2015

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

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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 McKendry 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, K. McKendry, B. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

UNFINISHED OR CONTINUING BUSINESS

Audit Report for the Fiscal Year Ending December 31, 2014 – Presentation and Acceptance

Executive Director Salski said that the audit for the fiscal year ending December 31, 2014, has been completed. The Finance, Administration and Future Planning Committee recommended, upon hearing the information, that the Auditor present the same information to the full Board and accept the report.

Ron Amen, Lauterbach & Amen, LLP, explained that the Audit is broken down into three sections – Introduction Section, Financial Section and Statistical Section. He said one thing that is different in this Audit is the Comprehensive Annual Financial Report (CAFR), which will be submitted to the Government Finance Officers Association for three levels of review. He noted that this was a clear or unqualified report and all statements are materially correct. He gave highlights of the Audit.

Commissioner Wallace, representing the Finance Committee, said that Park District staff members were great and they had everything prepared.

Commissioner Gronau moved, seconded by Commissioner McKendry, to accept the Audit Report submitted by the District's Auditor, Lauterbach & Amen, LLP, for the fiscal year ending December 31, 2014.

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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.

Ron Amen exited the meeting at 6:56 p.m.

Business of the 2014-2015 Board

President Considine stated that as President of the Lake Bluff Park District Board of Park Commissioners, he hereby declared the 2014-2015 Board complete.

FINANCE

April 2015 and Year to Date Financials

Director Salski reported that April's beginning Pooled Cash was \$4,679,171. As of April 30, 2015, the total liabilities, equity and surplus (Pooled Cash) was \$4,484,129. Adjusting for Referendum Projects (\$3,109,100), net operating cash is \$1,375,029. As of April 30, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$1,650,959. Month to date was unfavorable \$12,582. The major contributors to this month's unfavorable results were the Recreation Fund (\$20,296) and Capital Fund (\$8,328).

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

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.

Purchase Cards – Ratification

Director Salski reported that April 2015 purchases were \$36,916.35 versus April 2014 purchases which were \$34,766.00.

Commissioner Wallace moved, seconded by Commissioner McKendry, to ratify the Purchase Card payment of \$36,916.35.

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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

Administer Oath of Office to Newly Elected Board Members

Director Salski administered the Oath of Office to newly elected Board Members: Kevin Considine, Susan Ehrhard and Bob Wallace. Their terms will run to 2019.

Call To Order of the 2015-2016 Board

Director Salski stated that as Secretary to the Board, he declared the first meeting of the 2015-2016 Board now called to order.

Attendance Roll Call

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Election of President

Director Salski said that officially, the Park District Code requires the President and Vice President to be elected annually. He asked for a motion.

Commissioner Considine moved, seconded by Commissioner McKendry, that Rob Douglass be cast for the President of the Board from 2015-2016.

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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Election of Vice President

President Douglass requested a motion for Vice President.

Commissioner Gronau moved, seconded by Commissioner Wallace, to cast Brock Gordon for the Vice President of the Board from 2015-2016.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Park District Advisory Appointments - Approval

President Douglass offered appointments for the following advisory positions for the 2015-2016 Board Year:

Legal Counsel – Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

Treasurer – Bob Wallace

Secretary to the Board – Ron Salski

Alternate Secretary to the Board – Ed Heiser

NSSRA & ADA Representative – Ron Salski

Alternate NSSRA & ADA Representative – Jim Lakeman

Commissioner Gronau moved, seconded by Commissioner Wallace, that the aforementioned appointments be accepted and ratified for the 2015-2016 year. Motion passed by unanimous voice vote.

President Douglass said he wanted to speak to all Commissioners tonight to get their input on Committee appointments and these will be presented for approval at the next Board Meeting.

Sunrise Park and Beach Insurance Claim - Discussion

Superintendent Lakeman presented information on the damages that occurred to Sunrise Park and Beach and the parking lot area, during the October 31, 2014 storm. An insurance claim was submitted to the Park District Risk Management Association (PDRMA) and a check for \$44,000 was received for damages.

John Shabica, from Shabica & Associates, gave a PowerPoint presentation showing damages and varying Lake levels. He noted that climatologists are predicting more frequent storms and the Army Corps of Engineers is predicting an additional 8 to 18 inches of lake level rise by the end of 2015.

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John Shabica exited the meeting at 7:45 p.m.

2015-2019 Strategic Plan – Draft - Discussion

Executive Director Salski advised that the Park District Board and staff formulate the first ever Strategic Plan under the facilitation of Barbara Heller, Heller and Heller Consulting, Inc. This working document defines the organizational direction and assists the Park District with a process to allocate limited resources over the next four years.

Executive Director Salski provided Commissioners with a draft of the Strategic Plan and asked them to review it in the next couple of weeks. He will place it on the June Board Meeting agenda for further discussion and approval.

Meatheads Sponsorship - Approval

Superintendent Lakeman explained that sponsorships provide the opportunity for local businesses and residents to interact together and will enable the Park District to provide additional programming. He said the Park District would work with Meatheads (a kid friendly burger chain) in a variety of capacities including: trade value for food and gift cards, sponsorship of various Park District events and distribution of Meathead promotional materials. The trade value is \$800 and the value of promotional considerations is \$2,027.

A lengthy discussion ensued about sponsorships available to local businesses and corporations, and setting maximum and minimum limits. Commissioners were in agreement to try this as a pilot program and evaluate it at the end of the calendar year.

Commissioner Considine moved, seconded by Commissioner McKendry, to authorize the Executive Director to enter into a pilot program agreement, to the end of the calendar year, with the Meatheads Corporation, when all details are finalized.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

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Weed Spraying - Approval

Superintendent Foster said that after a resident brought up concerns about weed spraying, the Parks and Beach Committee met to discuss the program. The following revised action steps for spraying were outlined:

1. Make an effort to coordinate with the school calendar and spraying during days off.
2. Change the chemicals sprayed from a high toxicity to a low toxicity.
3. Close the park during applications and until spray is dry on the plant. Use caution tape and signage at each entrance. Public will be informed at least 24 hours in advance of the application via an email blast and signage.

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve the Parks and Beach Committee recommendations for weed spraying in the parks.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

WRITTEN COMMUNICATIONS

Community Comments/Correspondence

Written information was provided to Commissioners and placed on file by Director Salski.

VERBAL COMMUNICATIONS

Staff: Superintendent Lakeman reported that the pool and beach will officially open on May 30th and they are done with hiring.

Superintendent Heiser said that they had a busy week coming up with Target Corporation utilizing the gym for a hiring event and Artesian parking lot resurfacing. He also explained the new system for Paddle fees.

Superintendent Foster said that the evening Facility Maintenance position is still open.

Commissioner Comments – Commissioner Ehrhard noted that the Block Party will be held on July 25th and Commissioners will be asked to bartend.

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EXECUTIVE SESSION

Commissioner Considine moved, seconded by Commissioner Gronau, to adjourn into Executive Session at 8:29 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).

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

The regular meeting reconvened at 8:34 p.m. with the following persons present: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, K. Considine, B. Wallace, R. Salski and M. Jendreas.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION - None

ADJOURNMENT

There being no further business, motion was made by Commissioner Gordon, seconded by Commissioner McKendry, to adjourn the meeting at 8:35 p.m. The motion carried by unanimous voice vote.