

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
NOVEMBER 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 Douglass.

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

Commissioner K. McKendry was absent with prior notice.

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; and Marcia Jendreas, Recording Secretary.

Also present were Jim Witamen, Ed Kositzki, Romeo Tosi, Bob Kleinert, Mary Ann McCormack, Dick Marek, J.J. Markee, Tom Hart, Greg Sledd, Randy Pickel; and Ann Vanvooren from Lauterbach & Amen LLC.

Approval of Agenda

Commissioner Considine moved, seconded by Commissioner Wallace, to approve the November 16, 2015 Agenda.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Statement of Visitors – Mr. Kazitsky commented that he would be representing the Senior Men's Association when it was time for Golf Club comments.

MINUTES

Approval of Minutes of October 19, 2015 Regular Board Meeting

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve the Minutes of the October 19, 2015 Special Board Meeting, as presented.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: K. Considine, B. Wallace

ABSENT: K. McKendry

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending November 2, 2015

Approve Invoice Schedule for the period ending November 16, 2015

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

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

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

OLD BUSINESS

Lake Bluff Golf Club – Process, Results and Options – Discussion

President Douglass advised that the Lake Bluff Golf Course will remain open while the Park District evaluates the sustainability.

Executive Director Salski gave a presentation on the future of the Lake Bluff Golf Course. He highlighted the reasons for the sustainability discussion, listed the industry trends, noted how the Park District has managed the Golf Club knowing the revenue trends have been sliding downwards, and explained how the Park District has planned for the future.

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Executive Director Salski said that staff focused on the following short-term options (for a three year period): Strategically Scaled Back Park District Operations and Maintenance Model; Management Services Operations and Park District Maintenance Model; Management Services Maintenance and Park District Operations Model; and Management Services Operations and Maintenance Comprehensive Model. There is also a hybrid option: Management Services Operations Model for Operations and Park District Managed – Strategically Scaled Back Model. Request for Proposals (RFPs) were sent out for three of these options.

Commissioner Wallace exited the meeting at 6:57 p.m.

Executive Director Salski reviewed the RFP submittals and a discussion ensued with Commissioners. It was noted that any options listed still leave the Park District with a \$5.5 million loss over a ten year period.

President Douglass opened the meeting for citizen comments.

Greg S., from Libertyville, suggested looking at differences between the gold and silver standards.

Romeo Tos commented that Lake Bluff might attract people from Deerpath because their course is run down.

Ed Kositzki noted that if the amount of season passes is down, then the District should get more people involved. He said they are starting leagues and these leagues are growing. He thought maybe a special committee should be formed to promote and market the course.

Randy Pickel suggested taking a look at marketing to sell more season passes.

J. J. Markee said he is a new resident who moved to Lake Bluff because of the golf course, and said this should be looked at as a Park District issue, and an all-encompassing asset.

Mary Ann McCormick thought that Deerpath Golf Course was failing because of the management group, and said Lake Bluff should not go the management way.

Dick Marek suggested an annual cart fee to increase revenues.

President Douglass commented that the Board has a lot of work to do in the next couple of weeks. He said there would be no further action taken tonight.

President Douglass called for a short break at 7:40 p.m. He called the meeting back to order at 7:48 p.m.

Commissioner Wallace now present at 7:48 p.m.

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FINANCE

October 2015 and Year to Date Financials

Financial Advisor Ann Vanvooren said October's beginning Pooled Cash was \$5,810,526. As of October 30, 2015, the total liabilities, equity and surplus (Pooled Cash) was \$5,030,153. Adjusting for Referendum Projects (\$2,116,904), net operating cash is \$2,913,249. As of October 30, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$2,814,454. MTD was favorable \$110,470. The major contributor to this month's favorable results was the Master/Capital Fund favorable \$162,411. The Recreation Fund and Master/Capital Fund were unfavorable in October.

Ms. Vanvooren presented information about her background, and said she will be part of the budget process. Commissioner Ehrhard asked if Paddle and Tennis accounts could be listed separately. Manager Heiser and Ms. Vanvooren will work on separating the figures.

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

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Purchase Cards – Ratification

Director Salski reported that October 2015 purchases were \$30,610.02 versus October 2014 purchases which were \$29,866.94.

Commissioner Considine moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$30,610.02.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Ms. Vanvooren exited the meeting at 7:55 p.m.

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NEW BUSINESS

2015 Regular Board and Committee Meeting Calendar - Discussion

Executive Director Salski provided the Board with a proposed list of Regular and Committee of the Whole Meetings for the year 2016. After reviewing the list, there was consensus among Commissioners to prepare the Resolution of 2016 meeting dates, for approval at the December 14, 2015 Regular Board Meeting.

Board Policy Manual – Section 13.1 Open Meetings Act – Training for Officials Policy - Approval

Executive Director Salski advised that as part of the Distinguished Accreditation, staff recognized the need to adopt an Open Meetings Act (OMA) Training for Elected Officials Policy. The Open Meetings Act requires all elected and appointed members of a public body to complete a training program about the OMA.

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve an Open Meeting Act Training for Officials Policy and include it in the Board Policy Manual under Section 13.1.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Administration Policy Manual – Section 4.3 Park & Recreation Comprehensive Plan Policy – Amendment - Approval

Executive Director Salski explained that in 2011 the Board agreed a Comprehensive Plan encompasses 17 subcomponents. Since 2011, the Board has combined multiple subcomponents and added a few more still resulting in 17 subcomponents. Since Lake Bluff's approach is unique to the Distinguished Accreditation process, the governing Board is requesting the Board clarify the District's approach in the existing policy.

Commissioner Considine moved, seconded by Commissioner Gordon, to amend Administration Policy Manual Section 4.3 Park and Recreation Comprehensive Plan Policy, as stated in memorandum dated November 12, 2015 to the Board of Commissioners from Executive Director Salski.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Administration Policy Manual – Section 6.3 Authorization for Check Signing/Bill Payment/Check Issuance Policy – Amendment - Approval

Executive Director Salski said that as part of the Distinguished Accreditation, staff recognized the need to revise the Bill Payment Policy. He explained the changes and said the District pays invoices within 30 days of the invoice date.

Commissioner Gordon moved, seconded by Commissioner Wallace, to amend the Administration Policy Manual Section 6.3 Authorization for Check Signing/Bill Payment/Check Issuance as stated in memorandum dated November 12, 2015 to the Board of Commissioners from Executive Director Salski.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Administration Policy Manual – Section 6.13 Purchase Requisition System Policy – Amendment – Approval

Executive Director Salski explained that as part of the Distinguished Accreditation, staff recognized the need to adopt the Emergency Expenditures Policy and revise the verbiage, which he explained.

Commissioner Gronau moved, seconded by Commissioner Considine, to amend the Administration Policy Manual Section 6.13 Purchase Requisition System Policy, as stated in memorandum dated November 12, 2015 to the Board of Commissioners from Executive Director Salski.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

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WRITTEN COMMUNICATIONS

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

VERBAL COMMUNICATIONS

Executive Director Salski said representatives from W. B. Olson and FGM Architects will be present at the December 14th Regular Board Meeting to give an update on the bathrooms and pool area construction. He noted the Village is now requiring that the bathrooms be ADA accessible.

Executive Director Salski noted the HVAC and pool contractors are behind schedule and they will now have to meet certain dates or bonds will be pulled.

Manager Bagley said there was a recent all-staff training with the Strengths Finder Program.

Superintendent Lakeman advised that the Park District lost all power for 20 minutes on November 12th and 1.5 hours on November 13th, and at that time it was discovered that the battery back-up system was not working.

Superintendent Foster explained the situation with the Battery Back-up System. He said he looked into diesel powered generators, but the cost is approximately \$100,000 plus \$20,000 for new batteries every three years.

Superintendent Heiser said he would be submitting a report to the Board in the future about the use of LED lighting at the Paddle Club, which would result in significant cost savings.

Commissioner Gronau said that resident Nikki Walsh was interested in becoming a community member on the Facilities and Programs Committee. Commissioners were in agreement with the appointment.

President Douglass suggested having a continuation of the Golf Club discussion at the December 7th Workshop and all Commissioners agreed.

EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Considine, to adjourn into Executive Session, at 8:23 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 appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

The regular meeting reconvened at 8:56 p.m. with the following persons present: K. Considine, R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, B. Wallace, 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 Wallace, to adjourn the meeting at 8:57 p.m. The motion carried by unanimous voice vote.