

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR COMMITTEE OF THE WHOLE MEETING
JANUARY 4, 2016**

The Regular Committee of the Whole 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: S. Ehrhard, B. Gordon, K. McKendry and President R. Douglass.

Absent were Commissioners K. Considine, K. Gronau, and B. Wallace.

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; Micah Kamin, Facility Maintenance Services Manager; Dana Hansen, Preschool & Early Childhood Director; Sandy Burke, Recreation Services Manager; Eric Moran, Racquet Sports and Facility Services Manager and Marcia Jendreas, Recording Secretary.

Also present were George Russell, Community Representative for the Parks & Beach Committee, Scott Larsen from W.B. Olson and Ryan Rathman from FGM Architects.

Approval of Agenda

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to approve the January 4, 2016 Agenda.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Considine, K. Gronau, B. Wallace

Motion carried.

Statement of Visitors – None

Regular Board Meeting of January 4, 2016

DISCUSSION

Post Referendum Projects – Budget – Update

Executive Director Salski gave an update on five projects that are part of the Referendum. He said change orders have been approved and completed. Pending items include beach timber revisions, floor drain and lower bluff stair revisions.

Scott Larson, from W.B. Olsen explained that it was determined the soil was not adequate to support the wading pool. He said they had to excavate another foot down, add geotextile fabric, and then bring the grade back up for supporting the new pool structure. He said they were still within the timeframe for completion of the project.

Executive Director Salski advised that the roof work is complete and the HVAC work will be done shortly.

Lake Bluff Pool – Accessible Bathroom – Discussion

Executive Director Salski explained that the accessible bathroom was not part of the bid package, but one is required in order to open the pool. He said the construction estimate is \$56,000 and a change order would be needed. Payment would be allocated from the Special Recreation Funds for the project.

Ryan Rathman, from FGM Architects, explained the concerns of installing an ADA toilet, including size of area and where to put it. It was determined that the best location is the pool manager's office.

A discussion ensued about the possibility of having a family changing area tied to the ADA toilet and possibly re-work the door in order to make more room. It was pointed out that this could interfere with the First Aide Station, but the contractor will review the plans to determine if this idea is feasible.

There was consensus among Commissioners to move forward with the accessible bathroom.

Sunrise Park and Beach – Stair Project – Discussion

Ryan Rathman explained that the problem with the stair pier locations is that they fall within concrete boulders stabilizing the bluff. Meetings were held and it was determined that the best solution was to use steel to secure the stairs instead of piers, in certain locations.

Executive Director Salski said that a change order would need to be issued and the additional cost is \$65,000.

There was consensus among Commissioners to move forward with the stair project using steel to secure the stairs.

Regular Board Meeting of January 4, 2016

Recreation Center – Roof/HVAC – Update

Executive Director Salski noted that Glenbrook Roofing has completed the project and punch list. The architect is reviewing the information because there is a slight discrepancy with added roofing materials. He said Hayes Mechanical still has to complete duct work in the Community Room and balancing all systems.

Artesian and Blair Park Post Referendum Projects – Preliminary Design – Discussion

Superintendent Heiser advised that staff is currently working with Hitchcock Design Group to finalize schematic designs for both the Artesian Park and Blair Park referendum projects. The total budget for the two projects is \$624,690. The projects include replacing walking paths and playground equipment at both parks, along with replacing cracks in the tennis courts, sealcoating the parking lot and replacing the fieldhouse roof at Artesian Park. Staff has completed work on the Artesian Park parking lot and will be completing work on the tennis courts this spring. Initial cost estimates for all projects at both parks are on budget.

Superintendent Heiser displayed pictures of some choices of playground equipment. A discussion ensued and ideas from Commissioners included redesigning Artesian Park to include a fitness trail with exercise stations and adding a basketball hoop area to shoot baskets. It was suggested to go back to the Beach and Parks Committee and come up with a new schematic design.

Superintendent Heiser said that the existing path at Blair Park would be resurfaced and there would be an engineered wood fiber play surface. Commissioners expressed comments that they would like to see natural coloring for Blair Park, but different features than at Artesian.

Paddle Tennis Club – Court Lighting - Discussion

Superintendent Heiser advised that staff has completed an assessment of current lighting conditions at the paddle courts, conducted a trial of a modular LED lighting system, met with members and communicated with neighboring residents. The completion of this lighting assessment has resulted in a potential solution that will significantly improve lighting conditions while minimizing the financial investment for the Park District.

Superintendent Heiser said the total project cost to replace the current lights with the modular LED lighting fixtures, would be \$16,450. One-half of the project could be privately funded from Paddle Club fundraising events hosted the past two years and the other one-half could be funded from the Small Cap budget.

Eric Moran compared Lake Bluff's Paddle Club lighting to other clubs and said there are a lot of teams who play all over and they compare lighting. He said they don't want to lose members and they want everyone to be safe.

There are consensus among Commissioners to continue moving forward with the Paddle Club Lighting Project with funding approval at the January 25th Regular Board Meeting.

Micah Kamin exited the meeting at 8:30 p.m.

Regular Board Meeting of January 4, 2016

Recreation Program Master Plan – Presentation

Superintendent Lakeman stated the purpose of the Recreation Program Master Plan is to provide residents and staff with information regarding the implementation and management of community recreation programs. Staff has identified core programs, program gaps and program offerings for residents. The completed plan will give a detailed analysis of the strengths, weaknesses and opportunities for the future direction of existing programs and provide action steps.

Superintendent Lakeman explained that staff started out with the 2009 Community Attitude and Interest Survey, even though demographics have changed since the survey. Core program identification was then implemented.

Manager Burke advised that the program assessment included a lifecycle analysis of the core programs selected for review. Based on program data/enrollment, core programs have been categorized according to the following areas: Introduction Stage, Growth Stage, Mature Stage and Decline Stage. She explained the various stages.

Director Hansen noted that staff strives to have an equitable balance of programs for all ages. The age segments that best suit the Lake Bluff community are the following: youth age 5 and under, youth ages 6-12, youth ages 13-17 and adults and seniors 18 and over. They did a Current Program Assessment on all programs in all age groups.

Superintendent Lakemen reviewed the Three Year Revenue History and Three Year Expense History graphs. He also listed some action steps for the future, with the top three being: review the Program Priority Spreadsheet and prioritize future program offerings accordingly; continue to develop new enrichment program offerings throughout the year, with a primary focus on STEM and Executive Functioning classes; and review program offerings with neighboring communities on an annual basis to create opportunities for partnerships in program offerings.

Commissioners were extremely pleased with the presentation and liked the fact that staff is identifying future opportunities.

Executive Director Salski said the Recreation Program Master Plan will be placed on the January 25, 2016 Regular Meeting Agenda for Board approval.

Financial Sustainability Plan – Naming Rights - Discussion

Executive Director Salski said that he and the Finance, Administration & Future Planning Committee met with an individual about potential naming rights for the Sunrise Park and Beach South Shelter. In return, the Park District would receive a specific amount over a period of time. He and the Committee Members are recommending the Park District pursue naming rights for the South Shelter and, if the opportunity exists, it is recommended to earmark the funding specifically for Sunrise Park and Beach. He asked Commissioners to review the current policy and call him with questions. This item will again be placed on the January 25, 2016 Regular Board Meeting agenda.

Regular Board Meeting of January 4, 2016

President Douglass asked for the Finance, Administration & Future Planning Committee to work on pricing, and he said he would provide a template to Executive Director Salski.

Policy – Acquisition, Inventory, Sale Lease & Retention of Public Property – Discussion

Executive Director Salski said that the Property and Public Land Use Advisory Committee presented a final report and one recommendation focused on the Park District adopting a policy regarding acquisition, inventory, sale, lease and retention of public property.

The Attorney reviewed the draft policy and said the Park District is going above and beyond the requirements, process and Park District Code, and recommends discussing all opportunities in Executive Session first.

There was consensus among Commissioners to place this item on the January 25, 2016 Regular Board Meeting Agenda for approval.

VERBAL COMMUNICATIONS

Executive Director Salski said there will be a Committee of the Whole Meeting on February 1, 2016, to discuss the golf clubhouse, parking lot lights, generator and beach.

ADJOURNMENT

There being no further business, motion was made by Commissioner Gordon, seconded by Commissioner McKendry, to adjourn the meeting at 9:45 p.m. The motion carried by unanimous voice vote.

Approved this 25th day of January, 2016

Board of Commissioners

Lake Bluff Park District