

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
AUGUST 15, 2016**

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: S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, B. Wallace and President Douglass.

Commissioner C. Mosbarger was absent with prior notice.

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 and Marcia Jendreas, Recording Secretary.

Also present were George Russell, Community Representative for the Parks & Beach Committee; and Eric Anderson, Bond Advisor.

**Approval of Agenda**

Commissioner Gronau moved, seconded by Commissioner Gordon, to approve the August 15, 2016 Agenda, as submitted.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

**Statement of Visitors - None**

**PUBLIC HEARING**

**Public Hearing concerning the intent of the Board of Park Commissioners to sell \$1,200,000 General Obligation Limited Tax Park Bonds to provide the revenue source to pay certain existing obligations of the District**

President Douglass said that at this time, the Bond Issuance Notification Act required hearing will be opened at 6:33 p.m. to receive any comments relative to the District's proposal to sell \$1,200,000 in General Obligation Limited Tax Park Bonds.

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

Commissioner C. Mosbarger was absent with prior notice.

President Douglass said that all persons desiring to be heard on this matter will have an opportunity to present written or oral testimony to the Board of Commissioners. The proposed bonds are to be issued to provide the revenue source to pay certain existing obligations of the District and for the payment of the expenses incident thereto.

President Douglass asked if any Commissioners would like to make comments regarding the proposal to issue General Obligation Limited Tax Park Bonds. There were no comments.

Eric Anderson, Bond Advisor, gave a brief overview as to why the Park District is proposing to sell \$1,200,000 General Obligation Limited Tax Park Bonds. He said this would fund an obligation that the Park District took on with Northern Trust Bank in 2013 and it would retire the balance on November 15th.

President Douglass asked if there were any residents or members of the public here this evening who wished to provide oral or written testimony concerning the proposed issuance of the General Obligation Limited Tax Park Bonds. There were none.

President Douglass asked Secretary Salski if the District has received any written or other type of correspondence regarding the proposed issuance of the General Obligation Limited Tax Park Bonds. Secretary Salski replied no.

President Douglass said that with all persons desiring to be heard have been given an opportunity to present oral and written testimony regarding the proposal to issue the Bonds, he would entertain a motion to adjourn the hearing.

Commissioner Gronau moved, seconded by Commissioner Wallace, to adjourn the Public Hearing at 6:40 p.m.

**Regular Board Meeting of August 15, 2016**

**On the roll call by Secretary Salski, the vote was as follows:**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

Eric Anderson exited the meeting at 6:42 p.m.

**MINUTES**

**Approve Minutes of July 18, 2016 Regular Board Meeting**

Commissioner Wallace moved, seconded by Commissioner Gordon, to approve the July 18, 2016 Minutes, as presented.

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

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

**NAY:** None

**ABSTAIN:** K. Gronau

**ABSENT:** C. Mosbarger

**Motion carried.**

**CONSENT AGENDA**

**Approve Invoice Schedule for the period ending August 1, 2016**

**Approve Invoice Schedule for the period ending August 3, 2016**

**Approve Invoice Schedule for the period ending August 15, 2016**

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

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

## **Regular Board Meeting of August 15, 2016**

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

## **FINANCE**

### **2016 July and Year to Date Financials**

Director Salski reported that June's beginning Pooled Cash was \$2,701,957. As of July 31, 2016, the total liabilities, equity and surplus (Pooled Cash) was \$2,102,023. Adjusting for Referendum Projects (\$770,355), net operating cash is \$1,331,668. The accounts for Golf, not reported on the books for Lake Bluff Park District, have total balances of \$381,276, which would increase net operating cash to \$1,712,944. As of July 31, 2015, the total liabilities, equity and surplus (Pooled Cash) was \$5,003,457. Adjusting for Referendum Projects (\$3,128,069), net operating cash would be \$1,875,388.

Commissioner Gordon moved, seconded by Commissioner Gronau, to accept the July 2016 Financial Report.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

### **Purchase Cards – Ratification**

Director Salski reported that July 2016 purchases were \$58,057.88 versus July 2015 purchases which were \$53,872.55.

Commissioner Wallace moved, seconded by Commissioner Gronau, to ratify the Purchase Card payment of \$58,057.88.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

**OLD BUSINESS**

**Distinguished Accreditation Program – Presentation**

Executive Director Salski explained that the Illinois Distinguished Accreditation Program is governed by the Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA). The goal of the Program is to improve the delivery of recreation services to the residents of Illinois through a voluntary comprehensive evaluation process. The desired result is to improve the quality of life for Illinois residents and to recognize those agencies that provide this quality service.

Executive Director Salski gave a PowerPoint Presentation on the Distinguished Accreditation Program and highlighted the main points. He said the Park District was informally evaluated in July, 2016. The final evaluation will take place in September, 2016. It will last a full day and the District must achieve 78% in six different sections. If Distinguished Accreditation achievement is received, the District will be recognized at the State Conference in front of Legislators and peers. The length of recognition will be for six years.

**Master/Capital Fund Update – Presentation**

Executive Director Salski explained that beginning in 2013, staff prioritized projects within the Capital Plan based on a criteria model developed in conjunction with work by the 20 Year Capital Plan Task Force. This criteria model factors safety, federal, state and local mandates, facility and equipment needs, community input and operational impacts. Additional needs outside the original Capital Plan have been identified by the Board and staff and these projects have been included in updated plans. Projecting the timing of anticipated capital projects is not an exact science and staff will continue to update and modify the existing Capital Plan.

Executive Director Salski highlighted some of the capital projects and additional projects that have increased in priority, but are unfunded.

**Artesian Park / Blair Park Bid – Approval/Rejection**

Superintendent Heiser gave the background on these two projects. He reviewed the bids and the alternates.

Commissioner McKendry asked about a poured in place surface for at least one of the parks. She said it would cost \$92,000 for one park and felt it would make the difference between a B+ and A+ playground. She suggested keeping the golf carts for another year and using that money for the special surface. Commissioner Gronau said that the golf carts would not last another year and need to be replaced. Commissioner Wallace said that the project is already \$200,000 over budget. After some discussion, all agreed that the surface could possibly be replaced in a year or two, especially if the OSLAD Grant is received.

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George Russell clarified that the project is really only \$47,000 over budget because \$141,700 is ADA expense.

Superintendent Heiser said that after bidding, the project is 8% over budget, but the Park District has an opportunity to work with an outstanding contractor and build two unique playgrounds at Artesian and Blair Parks. The playgrounds may not fully conform to the idea of prioritizing “needs over wants”, but the opportunity to revitalize and reinvigorate the two largest playgrounds in the District’s system should not be overlooked.

Commissioner McKendry moved, seconded by Commissioner Ehrhard, to accept the Base Bid, Alternate 2, Alternate 5, Alternate 8, Alternate 9 and reject Alternate 1, Alternate 3, Alternate 4, Alternate 6 and Alternate 7, from Clauss Brothers Incorporated, for the amount of \$348,967.25, as outlined in the memo dated August 11, 2016, from Superintendent Heiser to the Board of Commissioners.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

## **NEW BUSINESS/ACTION ITEMS**

### **Paddle Tennis Membership Fees, 2016-17 Season – Approval**

Superintendent Heiser advised that before the 2015-2016 paddle season staff recommended and the Park Board approved, no increase to membership fees. League and ball fees needed to be increased last season to offset increasing expenses in those respective areas. The Paddle Club added 17 additional members last season, generating an additional \$8,000 in membership revenue as a result.

Superintendent Heiser explained that the 2016-2017 season provides a different challenge. Men’s league teams have been capped by the Chicago Platform Tennis Charities (CPTC) at nine and adding new women’s teams (currently six) is difficult in a three-court facility. As a result of reaching capacity, staff is recommending an increase to memberships for the upcoming paddle season. The increase would be an additional \$15.00 for resident and \$20.00 for non-resident rates.

Commissioner Gronau moved, seconded by Commissioner McKendry, to accept the increase in membership fees as proposed with no increase in league and ball fees or team drills for the 2016-2017 season.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

**Board Policy Manual – Section 2.3 – Board Responsibilities – Amendment – Approval**

Executive Director Salski said that as part of the Distinguished Accreditation process, staff recognized the need to amend and add the following verbiage to the Board Policy Manual: *Approve and review all salary ranges for all staff*, under the Processes and Systems section.

Commissioner Gordon moved, seconded by Commissioner Wallace, to amend and approve Section 2.3 Board Responsibilities in the Board Policy Manual as presented in the memorandum dated August 11, 2016, from Manager Bagley to the Board of Commissioners.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

**Banking Services – Lake Forest Bank & Trust – Approval**

Executive Director Salski explained that every two years Lake Forest Bank and Trust schedules a meeting to review current services. He met with them on July 29th to make sure all accounts were up to date and noted that all signature cards needed to be changed to reflect newly appointed Commissioner Chris Mosbarger.

Executive Director Salski recommended approving services with Lake Forest Bank and Trust until December 31, 2017 and also recommended sending out a Request for Proposal to multiple banks in September, 2017.

Commissioner Wallace moved, seconded by Commissioner Gordon, to approve the Park District continue banking services with Lake Forest Bank and Trust until December 31, 2017 and request the Executive Director send out a Request for Proposals for Banking Services and present a recommendation to the Finance, Administration and Future Planning Committee no later than October 15, 2017.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

**Donation of Current Artesian Park Playground Equipment - Approval**

Superintendent Heiser said that as a result of the playground replacement project, the existing equipment at Artesian and Blair Parks will need to be removed. PDRMA has significant concerns regarding the reuse of the existing playground equipment within the parks system. He said PDRMA noted that any and all manufacturer liability would be void if this process was to be completed, leaving the Park District fully liable for any claims, damages, losses and expenses.

Superintendent Heiser advised that the Park District has the opportunity to donate this equipment to Kids Around the World (KATW), a 501(c)(3) organization that repurposes used playground equipment to underprivileged children overseas.

Commissioner McKendry asked about repurposing the small house with picnic bench, or the boat, at the tot pool area. Superintendent Heiser said he will get a final opinion from PDRMA about these specific pieces of equipment and report back to the Board.

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve donating the existing playground equipment at Artesian Park, to KATW, a 501(c)(3) organization in Rockford, Illinois.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

**WRITTEN COMMUNICATIONS**

**Community Comments/Correspondence**

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



## Regular Board Meeting of August 15, 2016

### VERBAL COMMUNICATIONS

**Staff:** Executive Director Salski reminded Commissioners about the September 16, 2016 Board/Staff Workshop and said he will provide an agenda in advance of the meeting.

Manager Bagley commented about health insurance and said that for now things will remain the same and Open Enrollment notices have been sent out to employees. She said the Village of Lake Bluff is looking at other pooling options to reduce the cost.

Superintendent Foster notified everyone that the Recreation Center would be closed for maintenance from September 2nd to September 4th, due to refinishing of the gym floor and other wood floors.

Superintendent Lakeman reported that staff extended the camps because of School District 65 later start at the elementary and middle schools.

Superintendent Heiser said that the Golf Club hosted the 45th Lake County Amateur on July 30th and 31st and 93 individuals participated in the event. He advised that the asphalt work has been completed at Artesian Park. Also, the Park District has acquired a 4th Paddle Court from Total Platform Tennis.

### EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to adjourn into Executive Session, at 8:24 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 employees, pursuant to Section 2(c)(1) of the Open Meetings Act.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** C. Mosbarger

**Motion carried.**

The regular meeting reconvened at 8:58 p.m. with the following persons present: S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, B. Wallace, R. Douglass, R. Salski, S. Bagley, R. Foster and M. Jendreas.

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

**ADJOURNMENT**

There being no further business, motion was made by Commissioner McKendry, seconded by Commissioner Gordon, to adjourn the meeting at 8:58 p.m. The motion carried by unanimous voice vote.

Approved this 19th day of September, 2016  
Board of Commissioners  
Lake Bluff Park District