

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
MAY 16, 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 Treasurer Wallace.

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

Commissioner B. Gordon and President R. Douglass were 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; and Rob Foster, Superintendent of Golf, Park and Facility Maintenance, Sara Bagley, Human Resources Manager, and Marcia Jendreas, Recording Secretary.

Also present were Jamie Wilky, from Lauderbach & Amen Auditors; and resident Tom Zarse.

Approval of Agenda

Commissioner Gronau moved, seconded by Commissioner Mosbarger, to approve the May 16, 2016 Agenda as amended with the addition of Item B., under Executive Session, as follows:

B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Statement of Visitors - None

Approval of Minutes of April 18, 2016 Regular Board Meeting

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the Minutes of the April 18, 2016 Regular Board Meeting, as presented.

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On the roll call, the vote was as follows:

AYE: K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: S. Ehrhard

ABSENT: R. Douglass, B. Gordon

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending May 2, 2016

Approve Invoice Schedule for the period ending May 16, 2016

Commissioner Mosbarger 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, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Commissioner Gronau moved, seconded by Commissioner Mosbarger, to approve the Consent Agenda as presented.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

UNFINISHED OR CONTINUING BUSINESS

**Audit Report for the Fiscal Year Ending December 31, 2015 – Lauterbach and Amen, LLP
– Presentation and Acceptance**

Auditor Jamie Wilky stated that the District received a clear opinion from the auditors. She presented a finalized draft audit and gave highlights of the report and executive summary. She noted that no adjustments were made, there were no amendments to the management letter and the District received the Government Finance Officers Association (GFOA) Award for excellence in financial reporting.

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Commissioner Gronau moved, seconded by Commissioner Mosbarger, to accept the Audit Report submitted by the District's Auditor, Lauterbach and Amen, LLP, for the fiscal year ending December 31, 2015.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Jamie Wilky exited the meeting at 7:05 p.m.

Business of the 2015-2016 Board

Commissioner Wallace stated that as Treasurer of the Lake Bluff Park District Board of Park Commissioners, he hereby declared the 2015-2016 Board complete.

FINANCE

April 2016 and Year to Date Financials

Director Salski reported that April's beginning Pooled Cash was \$2,490,973. As of April 30, 2016, the total liabilities, equity and surplus (Pooled Cash) was \$2,224,433. Adjusting for Referendum Projects (\$1,291,219), net operating cash is \$933,214. As of April 30, 2015, the total liabilities, equity and surplus (Pooled Cash) was \$4,484,129. Month to date was favorable \$40,703 as compared to budget. The major contributors to this month's favorable results were the Recreation Fund, showing favorable \$40,392 and the Master/Capital Fund, showing favorable \$8,424, offset by the Special Recreation Fund showing unfavorable \$8,206.

Superintendent Heiser reported \$207,000 in revenues for golf and said they were a month behind, but this should be cleared up for next month. He highlighted fitness numbers and said they are working on the timing issue for reporting revenues.

Superintendent Lakeman said revenues were in line with budget for early childhood, camps and pool passes.

Superintendent Foster noted there is a leak in a PVC pipe in the old pool pump room and the cost to repair should not exceed \$5,400, including parts.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to accept the April 2016 Financial report.

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On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Purchase Cards – Ratification

Director Salski reported that April 2016 purchases were \$47,316.74 versus April 2015 purchases which were \$36,916.35. He noted that the big change was due to more purchases for the pool, such as canvas, diving board stand, concession cabana, awning and work being done on the pool office.

Commissioner Gronau moved, seconded by Commissioner McKendry, to ratify the Purchase Card payment of \$47,316.74.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

NEW BUSINESS/ACTION ITEMS

Call To Order of the 2016-2017 Board

Director Salski stated that as Secretary to the Board, he declared the first meeting of the 2016-2017 Board now called to order.

Attendance Roll Call

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

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.

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Commissioner Wallace moved, seconded by Commissioner Gronau, that Rob Douglass be cast for the President of the Board from 2016-2017.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Election of Vice President

President Wallace requested a motion for Vice President.

Commissioner Gronau moved, seconded by Commissioner Ehrhard, to cast Brock Gordon for the Vice President of the Board from 2016-2017.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Appointment of Legal Counsel, Ethics Officer, Treasurer, Board Secretary, NSSRA and ADA Representative – Approval

Commissioner Wallace offered appointments for the following advisory positions for the 2016-2017 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 Mosbarger, that the aforementioned appointments be accepted and ratified for the 2016-2017 year.

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On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Administration Policy Manual – Section 7.42 – Recreation Facility Daily Fees, Memberships and Programs Definition Policy – Amendment – Approval

Treasurer Wallace said that this definition was officially approved April 20, 2015 under 7.4.2; however, that number needs to be changed to 7.5 to stay consistent. The remaining numbers will change accordingly.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to amend the Administration Policy Manual numbers as stated in memo dated May 12, 2016 from Executive Director Salski.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, R. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Board Policy Manual – Section 3.1 - Board of Commissioners Meetings Policy – Amendment – Approval

Treasurer Wallace said that as part of the Distinguished Accreditation, staff recognized the need to revise Section 3.1 of the Board of Commissioners Meetings Policy. The changes were reviewed.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to amend the Board Policy Manual 3.1 Board of Commissioners Meetings, as stated in the memo dated May 12, 2016 from Executive Director Salski.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

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Board Policy Manual – Section 2.6 – Defining Board Policy and Standard Operating Procedures – Approval

Treasurer Wallace said that the Board Policy Manual was adopted on April 20, 2009 and most recently revised on November 16, 2015. Through the Distinguished Accreditation process, the Park District realized the importance of defining board policy versus standard operation procedure. The addition of Section 2.6 will clearly define the roles of policies and procedures.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve Section 2.6 Developing Board Policy and Standard Operating Procedure in the Board Policy as presented in the memorandum dated May 12, 2016, from Executive Director Salski.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Board Policy Manual – Section 2.7 – Development of Policies and Procedures – Approval

Treasurer Wallace said that the Board Policy Manual was adopted on April 20, 2009 and most recently revised on November 16, 2015. Through the Distinguished Accreditation process, the Park District realized the importance of defining board policy versus standard operation procedure. The addition of Section 2.7 will clearly define the roles of policies and procedures.

Commissioner Mosbarger moved, seconded by Commissioner McKendry to amend and approve Section 2.7 Development of Policies and Procedures in the Board Policy as presented in the memo dated May 12, 2016, from Executive Director Salski

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Board Policy Manual – Section 14.1 – Governance – Organizational Structure Changes Policy - Approval

Treasurer Wallace said that as part of the Distinguished Accreditation, the Board is required to approve organizational structure changes. He reviewed the text for the Board Policy Manual, Section 14.1.

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Commissioner Mosbarger moved, seconded by Commissioner Gronau, to approve the Board Policy Manual, Section 14.1 Governance – Organizational Structure Changes, as outlined in memo dated May 12, 2016, from Executive Director Salski.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Board Policy Manual – Section 15.1 – Prospective Candidate Information Packet Policy – Approval

Treasurer Wallace said that as part of Distinguished Accreditation, staff recognized the need to adopt the Prospective Candidate Information Packet Policy. The Policy was reviewed.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the Prospective Candidate Information Packet Policy and include it in the Board Policy Manual under Section 15.1, as outlined in memo dated May 12, 2016, from Executive Director Salski.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Personnel Policy Manual – Employment of Certified/Professionally Trained Staff Policy – Amendment – Approval

Treasurer Wallace said that as part of the Distinguished Accreditation process, staff recognized the need to amend and add verbiage to the Personnel Manual. The verbiage was reviewed.

Commissioner Gronau moved, seconded by Commissioner Mosbarger, to amend Section 2.10 Employment, Advancement and Promotions in the Personnel Policy Manual as presented in the memo dated May 12, 2016, from Executive Director Salski.

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On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Paddle Tennis Fourth Court – Approval

Commissioner Gronau explained that there are used courts available for purchase and they are much less expensive than buying a new court. He said the District would lose one-third of its paddle membership if a Fourth Court is not added. The Facilities and Programs Committee recommended funding 50% of the cost of the court, not to exceed \$7,500.

Superintendent Heiser said \$62,000 has been raised for the court and the District will be able to get up to 12 teams with a Fourth Court. He said they would work with Total Platform Tennis for the purchase.

Treasurer Wallace moved, seconded by Commissioner Ehrhard, to approve and purchase a used Fourth Court, utilizing Fourth Court donations to come from the Paddle Fund and the Park District providing funding of 50% of the used court, not to exceed \$7,500.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

Full-Time/Part-Time Salary Ranges – Approval

Executive Director Salski explained that the Park District Board last approved salaries and hourly rate ranges in 2013. It was brought to the District's attention with Distinguished Accreditation that these ranges need to be approved by the Board every two years. The ranges for all full-time, part-time and seasonal staff were provided to Commissioners for their review.

Commissioner Ehrhard moved, seconded by Commissioner Mosbarger, to approve the part-time, full-time and seasonal staff salary ranges.

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On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

2015-2019 Strategic Plan – Update

Executive Director Salski highlighted the initiative progress. He said, in the future, staff will begin presenting the progress and providing detailed tactics for achieving each objective.

WRITTEN COMMUNICATIONS

Community Comments/Correspondence

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

VERBAL COMMUNICATIONS

Staff: Executive Director Salski noted that the District owes the Illinois Department of Revenue \$4,275.34 due to an overpayment misallocation on their part. He reminded everyone that the Ribbon Cutting Ceremonies will begin at 8:00 a.m. at the Beach on Saturday, May 28th, and then continue at the pool.

Manager Bagley said that the Aquatics staff training will be conducted on May 21st. Also, staff has initiated an online training system for all permanent staff.

Superintendent Lakeman reported that there were several new managers running the Recreation Programs. He noted that the sand nourishment program at the Beach will begin on May 17th and should be completed by May 28th.

Superintendent Foster said that some repairs will begin on the “doggie park” stairs, but this involves a bigger project for the future. He noted that one of the District’s old one-ton pick-up trucks recently sold for \$6,000 at auction.

Superintendent Heiser announced that Evan Cather is the new Director of Instruction of the Lake Bluff Golf Club. He said that staff recently taught some physical education classes at Lake Bluff Middle School in order to continue to develop a partnership between the School District and the Fitness Center allowing for promotion of youth memberships and programs, including pickleball.

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EXECUTIVE SESSION

Commissioner Gronau moved, seconded by Commissioner Mosbarger, to adjourn into Executive Session, at 7:47 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 employee, pursuant to Section 2(c)(1) of the Open Meetings Act.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace

NAY: None

ABSTAIN: None

ABSENT: R. Douglass, B. Gordon

Motion carried.

The regular meeting reconvened at 8:06 p.m. with the following persons present: S. Ehrhard, K. Gronau, K. McKendry, C. Mosbarger, 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 Gronau, seconded by Commissioner McKendry, to adjourn the meeting at 8:08 p.m. The motion carried by unanimous voice vote.

Approved this 20th day of June 2016

Board of Commissioners

Lake Bluff Park District