

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
DECEMBER 12, 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, B. Wallace and President Douglass.

Commissioner C. Mosbarger was absent with prior notice. Commissioner K. McKendry was absent.

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.

Approval of Agenda

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve the December 12, 2016 Agenda.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

Statement of Visitors – None

MINUTES

Approval of Minutes of November 14, 2016 Regular Board Meeting

Commissioner Wallace moved, seconded by Commissioner Gordon, to approve the Minutes of the November 14, 2016 Regular Board Meeting, as presented.

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On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: K. Gronau

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

Approval of Minutes of December 5, 2016 Committee of the Whole Meeting

Commissioner Gronau moved, seconded by Commissioner Wallace, to approve the Minutes of the December 5, 2016 Committee of the Whole Meeting, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending December 1, 2016

Approve Invoice Schedule for the period ending December 7, 2016

Approve Invoice Schedule for the period ending December 12, 2016

Commissioner Wallace moved, seconded by Commissioner Gronau, 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, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

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

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

FINANCE

2016 November and Year to Date Financials

Executive Director Salski advised that November's beginning Pooled Cash was \$2,571,623. As of November 30, 2016, the total liabilities, equity and surplus (Pooled Cash) was \$1,973,223. Adjusting for Referendum Projects (\$451,390), net operating cash is \$1,521,833. The Golf accounts are not reported in the Park District software and are not anticipated to be reported until December. However, the total balance is \$610,535, which would increase net operating cash to \$2,132,368. As of November 30, 2015, the total liabilities, equity and surplus (Pooled Cash), adjusted for Referendum was \$2,047,631. It should be noted that the OSLAD Grant in the amount of \$200,000 was deposited in November 2016.

Commissioner Ehrhard asked when there would be a discussion on spending the OSLAD Grant money. Executive Director Salski suggested that it be reviewed by the Finance, Administration & Future Planning Committee first and then placed on the February or March Committee of the Whole Meeting agenda. Commissioners were in favor.

Commissioner Gordon moved, seconded by Commissioner Gronau, to accept the 2016 November and Year to Date Financials.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

Purchase Cards – Ratification

Director Salski reported that November 2016 purchases were \$50,450.38 versus November 2015 purchases which were \$25,642.68.

Manager Bagley explained that one of the reasons the purchase amount is so high is that the District has an employee on leave, so staff had to contract Toro and other mechanics to perform some equipment maintenance.

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Commissioner Wallace moved, seconded by Commissioner Gronau, to ratify the Purchase Card payment of \$50,450.38.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

OLD BUSINESS

Ordinance 2016-K – An Ordinance for the Levy and Assessment of Taxes for the Year 2016 Tax Levy of the Lake Bluff Park District of Lake County, Illinois – Approval

Executive Director Salski advised that the Tax Levy is voted on annually and the 2016 Tax Levy was discussed during a Regular Board Meeting, Public Hearing and Committee of the Whole Meeting. He said the Park District must file the Tax Levy document no later than the last Tuesday in December.

Commissioners had no further comments or questions.

Commissioner Gronau moved, seconded by Commissioner Wallace, to approve Ordinance 2016-K, an Ordinance for the Levy and Assessment of Taxes for the 2016 Tax Levy of the lake Bluff Park District of Lake County, Illinois, in the amount of \$3,006,881.00, which includes the CPI of .70%.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

2017 Budget – Approval

Executive Director Salski thanked the Board, committees and staff for all their input and hard work on the budget.

Regarding the \$85,000 budget line item for consultants, Executive Director Salski pointed out that he and Commissioner Ehrhard had a long discussion regarding the difference between a vendor and a consultant. They agreed that a vendor has a highly specialized skill and the Communitywide Survey and Website would be handled by a vendor rather than a consultant.

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Executive Director Salski noted that Commissioner Mosbarger had suggested that the consultant line item be reduced to \$50,000 and any impact fees could cover the remainder.

Executive Director Salski said that staff will know the amount of impact fees by the third quarter and future projects could be discussed at that time.

Commissioners were uncomfortable with the fact that Commissioner Mosbarger was not present tonight and he was the one who expressed concern with this item. Commissioner Gronau stated that any expenditure would first need to go through the Finance Committee for approval and Executive Director Salski said that the Budget would need to be amended in January and this matter could again be discussed at that time. Commissioners were in favor of leaving the line item in the Budget as \$85,000 and adding a notation in the motion that there would be further discussion in January. In addition, the Board requested Executive Director Salski to meet with Commissioner Mosbarger to discuss.

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve the 2017 Budget based on the discussion and review at the December 5th Committee of the Whole Meeting and December 12th Regular Board Meeting, with further discussion at the January 16, 2017 meeting regarding the \$85,000 Capital line item.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

NEW BUSINESS/ACTION ITEMS

Recreation Center – Jazzercise Rental Fees – Approval

Superintendent Heiser explained that Jazzercise has been held at the Park District since 2005. In 2016, Jazzercise is projected to account for \$7,000 in rental income for the Park District and a percentage of its participants reside within the District boundaries. While staff has encountered scheduling conflicts with Jazzercise and in-house programming during peak hours, Jazzercise has consistently provided the Park District with revenues during off-peak times. He is recommending continuation of the agreement with a slight increase in base fees.

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve Jazzercise as a rental with the following fee structure: rental rate of \$25 per hour with a schedule of ten rentals per week. If fewer rentals are requested per week, the fee would increase as follows: 5 to 9 rentals per week - \$30 per hour; 2 to 4 rentals per week - \$35 per hour. A \$250 annual equipment rental fee will be charged during the terms of the agreement. The agreement will begin January 1, 2017 and expire December 31, 2017 and the fee increase will begin on January 30, 2017.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

IT Services Agreement – Excalibur Technology Corporation, Inc. – Approval

Executive Director Salski said that in an effort to improve technology needs, processes, infrastructure, and effectively implement a Technology Plan, it is critical to retain IT services that provide comprehensive services. He said staff interviewed several technology companies and retained Excalibur Technology Corporation, Inc. on a month to month contract until the 2017 Budget was approved. They have provided exceptional service and their reference checks were very positive.

Executive Director Salski said that staff is recommending a three year agreement to provide consistent support and implementation of the technology Plan, and to avoid a significant up-front cost. Commissioner Wallace requested an “out-termination” clause be included as technology changes yearly, so the clause benefits the Park District.

Commissioner Wallace moved, seconded by Commissioner Gordon, to authorize the Executive Director, with Attorney approval, to enter into a three-year agreement with Excalibur Technology Corporation, Inc.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

WRITTEN COMMUNICATIONS

Community Comments/Correspondence

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

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VERBAL COMMUNICATIONS

Staff: Executive Director Salski noted that the District has again received the Government Finance Officers Association (GFOA) Award. He noted two staff changes: Jeff Spillman will now be reporting to Ed Heiser and Maria Ferretti will report to Jim Lakeman. He advised that the trails on the golf course have been groomed for cross-country skiing.

Manager Bagley said she is currently recruiting for the open Parks position and also looking for ways to retain part-time employees.

Superintendent Lakeman reported the December 10th Breakfast with Santa was well attended and the youth basketball program has grown from 88 to 124 kids.

Superintendent Heiser noted the Annual Fitness Center Open House will be held on January 7. He advised they are putting an opening in the construction fence at Blair Park, so people can gain access to the sled hill.

Superintendent Foster reported the ice rink was struggling because of the weather. They are going to try to flood it again and re-freeze.

President's Report: President Douglass and Commissioners all agreed that staff did a great job on the budget this year.

EXECUTIVE SESSION

Commissioner Gordon moved, seconded by Commissioner Gronau, to adjourn into Executive Session, at 7:30 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: S. Ehrhard, B. Gordon, K. Gronau, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

The regular meeting reconvened at 7:35 p.m. with the following persons present: S. Ehrhard, B. Gordon, K. Gronau, B. Wallace, R. Douglass, R. Salski and M. Jendreas.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve Resolution 2016-D – Release of Closed Session Minutes.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger

Motion carried.

ADJOURNMENT

There being no further business, motion was made by Commissioner Wallace, seconded by Commissioner Gronau, to adjourn the meeting at 7:36 p.m. The motion carried by unanimous voice vote.

Approved this 16th day of January, 2017

Board of Commissioners

Lake Bluff Park District