

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
JANUARY 25, 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: K. Considine, S. Ehrhard, B. Gordon, K. McKendry, B. Wallace and President R. Douglass.

Commissioner K. Gronau 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 was George Russell, Community Representative for the Parks & Beach Committee.

Approval of Agenda

President Douglass announced that the Executive Session was being removed.

Commissioner Gordon moved, seconded by Commissioner Considine, to approve the January 25, 2016 Agenda, as amended.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Statement of Visitors – None

MINUTES

Approval of Minutes of December 14, 2015 Regular Board Meeting

Commissioner Considine moved, seconded by Commissioner Gordon, to approve the Minutes of the December 14, 2015 Regular Board Meeting, as presented.

Regular Board Meeting of January 25, 2016

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Approval of Minutes of January 4, 2016 Committee of the Whole Meeting

Commissioner Considine moved, seconded by Commissioner McKendry, to approve the Minutes of the January 4, 2016 Committee of the Whole Meeting, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending December 17, 2015

Approve Invoice Schedule for the period ending December 28, 2015

Approve Invoice Schedule for the period ending January 4, 2016

Approve Invoice Schedule for the period ending January 25, 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: K. Considine, S. Ehrhard, B. Gordon, K. McKendry, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

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

Regular Board Meeting of January 25, 2016

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

FINANCE

December 2015 and Year to Date Financials

Executive Director Salski said December's beginning Pooled Cash was \$4,428,221. As of December 31, 2015, the total liabilities, equity and surplus (Pooled Cash) was \$3,507,795. Adjusting for Referendum Projects (\$1,457,057), net operating cash is \$2,050,738. As of December 31, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$2,048,439. Month to date was favorable \$522,592 as compared to budget. The major contributor to this month's favorable results was the Master/Capital Fund showing a favorable \$756,855. This is offset by the Debt Service Fund, showing as unfavorable \$244,198.

Commissioner Gordon moved, seconded by Commissioner Wallace to accept the December, 2015 Financial report.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Purchase Cards – Ratification

Director Salski reported that December 2015 purchases were \$35,170.40 versus December 2014 purchases which were \$25,039.32.

Commissioner Considine moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$35,170.40

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Regular Board Meeting of January 25, 2016

NEW BUSINESS

Tax Levy Abatement in Regards to the \$600,000 Alternate Revenue Source Issues in 2003 – Ordinance 2016-A – Approval

Executive Director Salski stated that in 2003 the District issued \$600,000 in Alternate Revenue Source bonds to refinance the original 2001 borrowing for the construction of the Driving Range. Each year, the District abates the tax levy and instead uses existing user fees from the Driving Range to make the debt service payment which was promised by previous Boards.

Commissioner Considine moved, seconded by Commissioner Wallace, to accept Ordinance 2016-A, abating the taxes hereto levied for the year 2015 with respect to the Driving Range project.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Tax Levy Abatement in Regards to the \$1.4 Million Alternate Revenue Source Issues in 2004 - Ordinance 2016-B – Approval

Executive Director Salski stated that in 2004, the District issued \$1.4 million in Alternate Revenue Source bonds for the construction of an addition to the Recreation Center (Fitness Center, Childhood Rooms and Dance/Fitness Studios). The bonds were filed with Lake County and the tax levy is abated annually. Instead, user fees from recreation programs and the Fitness Center are used to make the debt service payment.

Commissioner Considine moved, seconded by Commissioner McKendry, to accept Ordinance 2016-B abating the taxes hereto levied for the year 2015 with respect to the Recreation Center addition projects.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Regular Board Meeting of January 25, 2016

Recreation Program Master Plan - Acceptance

Executive Director Salski said that staff presented the Recreation Program Master Plan at the Committee of the Whole Meeting on January 4, 2016. The purpose of the Plan is to provide residents and staff with information regarding the implementation and management of community recreation programs. It gives detailed analysis of the strengths, weaknesses and opportunities for the future direction of existing programs and provides action steps.

Commissioner Considine moved, seconded by Commissioner McKendry, to accept the Lake Bluff Park District Recreation Program Master Plan.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Appointment of Board Committee Members – France Pitera, George Russell, and Nikki Walsh – Approval

Executive Director Salski explained that the Board Committees are making appointment recommendations for the 2016-2017 Board year, as follows:

Finance, Administration & Future Planning Committee – France Pitera

Facilities and Programs Committee – Nikki Walsh

Parks & Beach Committee – George Russell

Commissioner Considine moved, seconded by Commissioner McKendry, that the aforementioned appointments be accepted and ratified for the 2016-2017 year.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Lake Bluff Pool – ADA Accessible Bathroom – Change Order – Approval

Executive Director Salski said 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.

Regular Board Meeting of January 25, 2016

Commissioner Considine moved, seconded by Commissioner McKendry, to accept the change order for the Lake Bluff Pool Accessible Bathroom with a contingency not to exceed 10%.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Sunrise Park & Beach – Stairs – Change Order – Approval

Executive Director Salski explained the problem with the stair pier locations is that they fall within concrete boulders stabilizing the bluff. It was determined that the best solution was to use steel, in certain locations, instead of piers to secure the stairs. He said a change order would need to be issued and the additional cost is \$65,000.

Commissioner Considine moved, seconded by Commissioner McKendry, to accept the Change Order of the Sunrise Park and Beach stairs with a contingency not to exceed 10%.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Illinois Park & Recreation Association's Environmental Report Card – Approval

Executive Director Salski advised that the Park District established a Green Committee and has been working on evaluating environmental areas of the Park District. The Environmental Report Card is aligned with several areas throughout the Park District and the Green Team is responsible for scoring the areas. The Park District's score is 56%, which is not meeting sufficient best practices and policies. This is the first step of many steps establishing an environmental sustainable agency.

Commissioner Gordon moved, seconded by Commissioner Considine, to approve the IPRA's Environmental Report Card.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Regular Board Meeting of January 25, 2016

Park District Advisory Appointments – ADA Representative and Transition Plan – Amendment – Approval

Executive Director Salski stated as part of the Distinguished Accreditation, staff recognized the need to amend the Park District Advisory Appointment from staff member names to staff titles as follows: NSSRA & ADA Representative – Executive Director; and Alternate NSSRA and ADA Representative – Superintendent of Recreation, Safety and Outreach Services.

Commissioner Considine moved, seconded by Commissioner Gordon, that the Park District Advisory Appointments be amended to reflect the position titles as stated.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Personnel Policy – Section 2.9 – Performance Evaluations and Wage Increases – Amendment – Approval

Executive Director Salski said that as part of the Distinguished Accreditation process, staff recognized the need to adopt changes to the personnel manual. The changes are outlined in Board Memorandum dated January 21, 2016, from Sarah Bagley, Human Resources Manager.

Commissioner Considine moved, seconded by Commissioner Wallace, to revise Section 2.9 Performance Evaluation and Wage Increases in the Personnel Policy Manual as presented in the memorandum.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Administration Policy Manual – Section 4.11 – Americans with Disabilities Act Compliance Policy – Amendment – Approval

Executive Director Salski noted that through the Distinguished Accreditation process, the Park District realized the legal requirement to identify the employee positions responsible for compliance with programs and facilities and the implementation of the ADA Transition Plan.

Commissioner Considine moved, seconded by Commissioner McKendry, to amend and approve Section 4.11 Americans with Disabilities Act Compliance Policy in the Administration Policy as presented in the memorandum.

Regular Board Meeting of January 25, 2016

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Administration Policy Manual – Section 4.27 – Open Meetings Act – Training for Employees Policy – Approval

Executive Director Salski said that as part of the Distinguished Accreditation, staff recognized the need to adopt an Open Meetings Act (OMA) Training for the Executive Director/CEO and one or more employees Policy.

Commissioner Considine moved, seconded by Commissioner Gordon, to approve an Open Meetings Act – Training for Employees Policy and include it in the Administration Policy Manual under Section 4.27.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Administration Policy Manual – Section 4.28 – Economy of Resources Policy – Approval

Executive Director Salski said that as part of the Distinguished Accreditation, staff recognized the need to adopt an Economy of Resources Policy.

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve Section 4.28 Economy of Resources Policy of the Administration Policy Manual.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Regular Board Meeting of January 25, 2016

Administration Policy Manual – Section 9.0 – Land Acquisition – Name Change – Amendment – Approval

Executive Director Salski explained that after the Property and Public Land Use Advisory Committee made recommendations, he realized there is not a specific section where potential policies would align. He recommended changing the name from 9.0 Land Acquisition to 9.0 Land Acquisition, Inventory, Sale, Lease and Retention of Public Property Policy.

Commissioner Considine moved, seconded by Commissioner Gordon, to amend and approve Section 9.0 Land Acquisition Policy in the Administration Policy to Land Acquisition, Inventory, Sale, Lease, and Retention of Public Property Policy.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Administration Policy Manual – Section 9.1 – Statement of Purpose – Amendment – Approval

Executive Director Salski said that due to Section 9.1's name change, the current statement of purpose does not reflect verbiage that meets future policies. He explained the new verbiage.

Commissioner Considine moved, seconded by Commissioner Wallace, to amend and approve Section 9.1 Statement of Purpose Policy in the Administration Policy as presented in the memorandum.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

Administration Policy Manual – Section 9.6 – Disposition and Acquisition of Public Property – Approval

Executive Director Salski advised that at the January 4, 2016 Committee of the Whole Meeting, he introduced a policy recommended by the Property and Public Land Use Advisory Committee. He reviewed the document with the Park District Attorney before it was introduced to the Advisory Committee.

Regular Board Meeting of January 25, 2016

Commissioner Considine moved, seconded by Commissioner McKendry, to approve the Disposition and Acquisition of Public Property of the Administration Policy Manual – Section 9.6.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. Gronau

Motion carried.

WRITTEN COMMUNICATIONS

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

VERBAL COMMUNICATIONS

Executive Director Salski reminded everyone about the Legislative Breakfast on February 26th, from 8:30 to 10:00 a.m. in the Lake Bluff Community Room. It will be catered by Hel's Kitchen.

Manager Bagley reported that summer positions are open and listed on the Park District website.

Superintendent Lakeman advised that the ice rink has been open “on and off” due to the weather. He said the Daddy/Daughter Dance will be held on February 27th and staff is anticipating 150 people in attendance.

Superintendent Foster announced that George Salizar, Equipment Technician, has resigned and they are looking for a replacement. He said George was an excellent Technician and will be missed.

Superintendent Heiser noted that the January 9th Fitness Center Open House was a great success and well attended. They sold 70 yearly memberships and 24 three-month memberships.

Executive Director Salski advised that the Friends of Lake Bluff Parks will no longer be holding the annual Block Party. They asked if the Park District would be willing to host the Bike Race and after some discussion among Commissioners, all agreed that they would be willing to help but could not host the race because of all the referendum projects going on right now.

Commissioner Considine expressed his comments on what a great year 2015 was with all the referendum projects getting started. He thanked Executive Director Salski for his leadership and thanked the entire staff for doing a great job. He then announced he was stepping down from the Board because of new commitments he has with family and a new job. Staff and Commissioners agreed he would be sorely missed.

Regular Board Meeting of January 25, 2016

ADJOURNMENT

There being no further business, motion was made by Commissioner Considine, seconded by Commissioner McKendry, to adjourn the meeting at 7:27 p.m. The motion carried by unanimous voice vote.

Approved this 22nd day of February, 2016
Board of Commissioners
Lake Bluff Park District