

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
APRIL 18, 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. Gronau, K. McKendry, C. Mosbarger and President Douglass.

Commissioners S. Ehrhard, B. Gordon, and B. Wallace were absent with prior notice.

Staff members present were Ron Salski, Executive Director; Sarah Bagley, HR Manager; Rob Foster, Superintendent of Golf, Park and Facility Maintenance; Ed Heiser, Superintendent of Facility Services; Micah Kamin, Facility Maintenance Services Manager; and Marcia Jendreas, Recording Secretary.

Also present were Ann Vanvoren, Financial/Accounting Advisor from Lauterbach & Amen; George Russell, Community Representative for the Parks & Beach Committee; Dominick Flood, Lake Bluff Golf Course Manager; and Eric Hornig, Hitchcock Design Group.

**Approval of Agenda**

Commissioner McKendry moved, seconded by Commissioner Gronau, to approve the April 18, 2016 Agenda, as submitted.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

**Statement of Visitors**

Dominick Flood, Lake Bluff Golf Course Manager, introduced himself and provided information on his background. He said he was excited for the partnership with Billy Casper Golf and looking forward to a great year.

## **Regular Board Meeting of April 18, 2016**

### **OLD BUSINESS**

#### **Artesian and Blair Parks Playground – Presentation**

Superintendent Heiser said that the projects at Artesian and Blair Parks are community funded by the recent referendum. The Design Development Report was presented to the Lake Bluff Architectural Board of review on April 5th and to the Parks and Beach Committee on April 13th.

Eric Hornig, from Hitchcock Design Group, gave an overview of the Artesian and Blair Park playground designs. He first explained the site plan at Artesian Park and said the walkway around the park will connect to a future trail which is being planned by the Village. He explained the various pieces of equipment, materials used and said everything would be neutral colors.

Mr. Hornig then explained the master plan at Blair Park. He reviewed the existing conditions and the proposed site plan. He explained the various pieces of equipment used and said that some adjustments need to be made before the proposal is sent out for bid.

There was discussion as to whether construction will be done separately or both parks together. Mr. Hornig said that it would depend on the price. Commissioner McKendry suggested starting after Labor Day.

Commissioners were impressed with the plans for both parks.

#### **Strategic Core Area – Operational Excellence**

##### **Board Policy Manual – Approval**

Executive Director Salski said that as part of the Distinguished Accreditation process, the Board Policy Manual needs to be reviewed every five years. He said that the Board Policy Manual was first approved in 2009 and the Board approved various policies within the manual during the past six years. Due to the size of the document, staff placed the document on the planning website.

Commissioner Mosbarger moved, seconded by Commissioner Gronau, to approve the Board Policy Manual as presented.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

## **Regular Board Meeting of April 18, 2016**

### **Conduct Ordinance – Approval**

Executive Director Salski said that as part of the Distinguished Accreditation process, the Conduct Ordinance needs to be reviewed every five years. He said the Conduct Ordinance (Park Regulations) was first approved in 2009 and the Board approved various policies within the Ordinance during the past six years. Due to the size of the document, staff placed the document on the planning website.

Commissioner Gronau moved, seconded by Commissioner Mosbarger, to approve the Conduct Ordinance as presented.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

### **Administration Policy Manual – Approval**

Executive Director Salski said that as part of the Distinguished Accreditation process, the Administration Policy Manual needs to be reviewed every five years. He said the Administration Policy Manual was first approved in 2009 and the Board approved various policies within the Ordinance during the past six years. Due to the size of the document, staff placed the document on the planning website.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the Administration Policy Manual as presented.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

### **Comprehensive Personnel Policy Manual – Approval**

Executive Director Salski said that as part of the Distinguished Accreditation process, the entire Comprehensive Personnel Policy Manual needs to be reviewed every five years. He said the Comprehensive Personnel Policy Manual was first approved in 2009 and the Board approved various policies within the Ordinance during the past four years. Due to the size of the document, staff placed the document on the planning website.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the Comprehensive Personnel Policy Manual as presented.

## **Regular Board Meeting of April 18, 2016**

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

### **Crisis Management Plan (Dealing with Catastrophic Incidents) – Revisions – Approval**

Executive Director Salski said that as part of the Distinguished Accreditation process, an annual review of the Crisis Management Plan is needed. He said the Crisis Management Plan was approved in 2012. Through the Distinguished Accreditation process, the Park District realized all references to names need to be changed to titles.

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the revised version of the Crisis Management Plan, as outlined in memo from Ron Salski dated April 14, 2016.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

## **MINUTES**

### **Approval of Minutes of March 7, 2016 Special Board Meeting**

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the Minutes of the March 7, 2016 Special Board Meeting, as presented.

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

**AYE:** K. Gronau, K. McKendry, R. Douglass

**NAY:** None

**ABSTAIN:** C. Mosbarger

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

### **Approval of Minutes of March 14, 2016 Regular Board Meeting**

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the Minutes of the March 14, 2016 Regular Board Meeting.

**Regular Board Meeting of April 18, 2016**

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

**Approval of Minutes of April 12, 2016 Parks and Beach Committee Meeting**

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the Minutes of the April 12, 2016 Parks and Beach Committee Meeting.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

**CONSENT AGENDA**

**Approve Invoice Schedule for the period ending March 14, 2016**

**Approve Invoice Schedule for the period ending March 22, 2016**

**Approve Invoice Schedule for the period ending April 4, 2016**

**Approve Invoice Schedule for the period ending April 6, 2016**

**Approve Invoice Schedule for the period ending April 18, 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:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

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

## **Regular Board Meeting of April 18, 2016**

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

## **FINANCE**

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

Ann Vanvoren, Financial/Accounting Advisor, said everything is right on track with what is budgeted. She said the legal fees are slightly higher this year. Golf Course start-up costs were \$25,000 and staff is waiting for Billy Casper to send the monthly report.

Superintendent Heiser talked about the Fitness Center and he gave a breakdown of costs.

March's beginning Pooled Cash was \$2,753,474. As of March 31, 2016, the total liabilities, equity and surplus (Pooled Cash) was \$2,490,973. Adjusting for Referendum Projects (\$1,377,875), net operating cash is \$1,113,090. As of March 31, 2015, the total liabilities, equity and surplus (Pooled Cash) was \$4,679,171. Month to date was unfavorable \$77,670 as compared to budget. The major contributor to this month's unfavorable results was the Recreation Fund, showing unfavorable \$72,939; and the Special Recreation Fund showing unfavorable \$5,573.

Commissioner Mosbarger moved, seconded by Commissioner McKendry to accept the March, 2016 Financial Report.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

### **Purchase Cards – Ratification**

Director Salski reported that March 2016 purchases were \$31,074.71 versus March 2015 purchases which were \$32,234.97.

Commissioner McKendry moved, seconded by Commissioner Gronau, to ratify the Purchase Card payment of \$31,074.71.

## **Regular Board Meeting of April 18, 2016**

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

## **NEW BUSINESS**

### **Energy Agreement – Natural Gas – Approval**

Ms. Vanvoren explained that currently natural gas prices are lower than they were in 2013 and projected to remain low for the remaining of this year. Currently the price is \$.3420 per therm for a 24 month contract. She said staff and Committee recommends entering into an agreement with Direct Energy for 24 months, since the rate is significantly low.

Commissioner McKendry moved, seconded by Commissioner Mosbarger, to authorize the Executive Director, with Attorney review, to sign a contract with Direct Energy for a period of 24 months beginning October 2016 for natural gas.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

### **Energy Agreement – Electric Pricing – Approval**

Ms. Vanvoren explained that electric prices are higher than they were in 2013 and projected to increase each year. Currently the price is \$.06026 per kWh for a 12 month contract. She said staff and Committee recommends entering into an agreement with Direct Energy for 12 months.

Commissioner Gronau moved, seconded by Commissioner McKendry, to authorize the Executive Director, with Attorney review, to enter into an agreement with Direct Energy for a period of 12 months beginning October 2016, for electric.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

## **Regular Board Meeting of April 18, 2016**

### **Board Committee Appointments – Approval**

President Douglass read the following Board Committee Appointments into the record as follows:

Finance, Administration and Future Planning Committee:

Brock Gordon, Chair

Bob Wallace, Board Member

France Pitera, Committee Member

Parks and Beach Committee:

Kauri McKendry, Chair

Susan Ehrhard, Board Member

George Russell, Committee Member

Facilities and Programs Committee:

Kurt Gronau, Chair

Chris Mosbarger, Board Member

Niki Walsh, Committee Member

Tri-Board/Intergovernmental Committee:

Rob Douglass, Chair

Brock Gordon, Board Member

Chris Mosbarger, Alternate Board Member

Friends of Lake Bluff Parks:

Susan Ehrhard, Liaison

Open, Alternate

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

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

### **Ordinance 2016-D – Declaration of Surplus Personal Property and Authorization for Disposal – Approval**

Executive Director Salski explained that pursuant to State Statute, the Lake Bluff Park District disposes of property it deems to be of no use to the Agency. If the property cannot be auctioned, the District will dispose of it in the most economical method possible.



## **Regular Board Meeting of April 18, 2016**

Commissioner McKendry moved, seconded by Commissioner Mosbarger, to approve Ordinance 2016-D – Declaration of Surplus Personal Property and Authorization for Sale or Disposal.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

### **Golf and Park Maintenance Equipment – Lease Agreement – Approval**

Superintendent Foster said that the Park District needs to replace six pieces of equipment: two mowers from the Parks Division and four machines from the Golf Division. The Park District has an opportunity to lease all equipment at a total of \$72,215.05, over a five year period at an interest rate of 3.89%, with a one dollar buy out.

Commissioner McKendry moved, seconded by Commissioner Gronau, to authorize the Executive Director to sign the lease, pending Attorney approval, for the six pieces of equipment, as listed in memo dated April 14, 2016 from Rob Foster, for an amount of \$72,215.05 with a one dollar buy out, through PNC Equipment Financing.

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

### **Printing Bid – Approval**

Executive Director Salski noted that by making slight changes in the printing of the Park District Program Guide, there would be a savings of approximately \$28,000 to \$31,650 over the next two years. He gave the results of the bidding process and said Creekside Printing was the lowest bidder and had outstanding references.

Commissioner Gronau moved, seconded by Commissioner McKendry, to accept the Creekside Printing Bid of \$28,228 and authorize the Executive Director to approve any increases in number of pages and printed brochures.

## **Regular Board Meeting of April 18, 2016**

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

### **Special Board Meeting – May 2 – Approval**

Executive Director Salski requested a Special Board Meeting on May 2, 2016, at 6:30 p.m. to approve/reject Sunrise Park and Beach bids related to the insurance claim and sand. After polling Board Members present, it was uncertain if a quorum would be present. After some discussion, Commissioners agreed to have Executive Director Salski contact all members via email or telephone to determine the best date and time to discuss Sunrise Park and Beach bids.

## **WRITTEN COMMUNICATIONS**

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

## **VERBAL COMMUNICATIONS**

Executive Director Salski noted that the Park District received \$15,454.22 for impact fees for the 95 Clay Court Property, from the Village of Lake Bluff.

Manager Bagley said that a significant amount of time was spent on the new reporting requirements for the Affordable Care Act, improving benefits for staff and creating a new performance appraisal system.

Superintendent Lakeman reported that the Park District will hold an All Agency Wide Safety Training on April 24th. He said the new Thor Guard Lighting Prediction System will be installed on the roof of the Artesian Park Field House and residents will be notified of its existence and how it works.

Superintendent Foster said that Arbor Day is April 29th and staff is working with the Garden Club on a tree planting ceremony at 1:30 p.m. at the Recreation Center. He advised that emergency lighting was installed at the Recreation Center and approved by the Village.

Superintendent Heiser advised that the Golf Course had \$20,000 in membership sales during the Open House this past Sunday. Regarding the Fitness Center, he explained that pedals were replaced on all exercise bikes; and the hot water situation will be improved soon with the installation of a water softener system. The Paddle Court light project has been completed.

Superintendent Heiser explained the situation with the Men's Paddle League Association and said that for the 2017-2018 Season, there will be a limited number of leagues depending on the number of courts available. They might be restricted to having only six leagues, whereas, now they have nine. He will keep the Board informed on this matter.

## **Regular Board Meeting of April 18, 2016**

Facilities & Programs Committee – Commissioner Gronau thanked everyone for the great presentation on the Master Plan.

### **EXECUTIVE SESSION**

Commissioner Mosbarger moved, seconded by Commissioner Gronau, 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).

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

**AYE:** K. Gronau, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, B. Gordon, B. Wallace

**Motion carried.**

The regular meeting reconvened at 8:26 p.m. with the following persons present: R. Douglass, K. Gronau, C. Mosbarger, K. McKendry, 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 8:27 p.m. The motion carried by unanimous voice vote.

Approved this 16<sup>th</sup> day of May, 2016  
Board of Commissioners  
Lake Bluff Park District