

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
FEBRUARY 22, 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 Vice President Gordon.

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

President R. Douglass was 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; Eric Moran, Racquet Sports and Facility Services Manager; and Marcia Jendreas, Recording Secretary.

Also present were Jim Johnstone; Paul Engelhard; Niki Walsh, Facilities and Programs Committee Community Representative; Peter Arnstein, former President of Lake Bluff Parks; Judith Arnstein; Brad Adams; Betsie Sassen; and George Russell, Community Representative for the Parks & Beach Committee.

**Approval of Agenda**

Commissioner Gordon moved, seconded by Commissioner McKendry, to approve the February 22, 2016 Agenda, as submitted.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

**Statement of Visitors** – None

**Recognition of Peter Arnstein – Friends of Lake Bluff Parks**

Commissioner Ehrhard recognized Mr. Arnstein's accomplishments as the former President of the Lake Bluff Parks and said he was instrumental in leading the \$50,000 fundraising campaign for Sunrise Park and Beach. She provided Mr. Arnstein with recognition gifts.

Mr. Arnstein thanked everyone for their support and was appreciative of the recognition gifts.

## **Regular Board Meeting of February 22, 2016**

### **Recognition of Paul Engelhard – Lake Bluff Paddle Club**

Eric Moran, Racquet Sports and Facility Services Manager, recognized Mr. Engelhard for his leadership within the Paddle Club over the past eight years. He said Mr. Engelhard was instrumental in creating a foundation for the organization that created membership growth, competitive league play and a positive social community. He presented Mr. Engelhard with a recognition gift.

Mr. Engelhard thanked everyone for their support and said he was appreciative of the recognition gift.

## **MINUTES**

### **Approval of Minutes of January 25, 2016 Regular Board Meeting**

Commissioner Wallace moved, seconded by Commissioner McKendry, to approve the Minutes of the January 25, 2016 Regular Board Meeting, as presented.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

Commissioner Ehrhard exited the meeting at 6:40 p.m.

## **CONSENT AGENDA**

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

**Approve Invoice Schedule for the period ending February 2, 2016**

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

**Approve Invoice Schedule for the period ending February 22, 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:** B. Gordon, K. Gronau, K. McKendry, B. Wallace

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass, S. Ehrhard

**Motion carried.**

Commissioner Ehrhard returned to the meeting at 6:42 p.m.

## **Regular Board Meeting of February 22, 2016**

Commissioner Wallace moved, seconded by Commissioner McKendry, to approve 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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

## **FINANCE**

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

Executive Director Salski said January's beginning Pooled Cash was \$3,507,795. As of January 31, 2015, the total liabilities, equity and surplus (Pooled Cash) was \$2,827,242. Adjusting for Referendum Projects (\$1,431,628), net operating cash is \$1,395,614. As of January 31, 2014, the total liabilities, equity and surplus (Pooled Cash) was \$4,964,940. Month to date was unfavorable \$438 as compared to budget. The major contributor to this month's unfavorable results was the General Fund, showing unfavorable \$3,002 and the Recreation Fund showing unfavorable \$2,354. This is offset by the Liability Fund, showing unfavorable \$4,357.

Commissioner Gronau moved, seconded by Commissioner McKendry to accept the January, 2016 Financial Report.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

### **Purchase Cards – Ratification**

Director Salski reported that January 2016 purchases were \$30,224.25 versus January 2015 purchases which were \$25,409.32.

Commissioner Wallace moved, seconded by Commissioner Gronau, to ratify the Purchase Card payment of \$30,224.25.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

**NEW BUSINESS**

**Administration Policy Manual – Section 4.26 Cyber Liability Policy – Amendment – Approval**

Executive Director Salski stated that as part of the Distinguished Accreditation, staff recognized that the verbiage in the Cyber Liability Policy needed to be updated. He reviewed the updates.

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to amend and approve Section 4.26 Cyber Liability Policy in the Administration Policy, as presented in the memorandum dated February 18, 2016.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

**Artesian Park Phase 1 – Tennis Bids – Approval/Rejection**

Superintendent Foster explained that two bids were received for work on the tennis court surface and there were several different options. Option 1 was milling the asphalt to a 2” depth and included a heavy duty reinforcement system to bridge lower layer cracks; Option 2 involved crack repair only, but no new asphalt surface; and Option 3 included milling of the asphalt to a 2” depth and replacement, as well as a moisture barrier system to keep water from penetrating the lower layers.

George Russell commented that Option #2 should not be considered because it is too hard to patch potholes and get it all to match. After further discussion, Commissioners were in agreement with Option #3.

Commissioner McKendry moved, seconded by Commissioner Wallace, to award the bid to Evans & Sons Blacktop, Inc. for Option #3, with a 5% contingency.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

### **Brochure Printing Services – Bid – Approval/Rejection**

Executive Director Salski said that two bids were received for Park District Brochure printing, one of which did not meet bid specifications. He said after speaking with several vendors that did not submit bids, staff realized the potential cost savings of going with a slightly lower quality brochure. By reducing the overall size of the book, reducing the thickness of the paper and lowering the resolution of the images, the Park District could save an estimated \$30,000 over the course of two years.

Executive Director Salski noted that the Park District is using North Shore Printers for the Spring Brochure and would like to re-bid for the Fall Brochure. He said staff recommends rejecting the current bids and going back out to bid with several alternate options.

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to reject the Brochure Printing Services Bid and request staff to advertise a bid with several options, effective immediately.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

### **Lake Bluff Yacht Club Affiliate Agreement – Approval**

Executive Director Salski reported that staff met with representatives of the Lake Bluff Yacht Club and reviewed the affiliate agreement. He reviewed minor changes that were made, which were agreed upon by both parties.

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to approve the Affiliate Agreement with the Lake Bluff Yacht Club for a three year period ending on December 31, 2018.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

**Lake Bluff Youth Baseball Association Affiliate Agreement – Approval**

Executive Director Salski advised that staff met with the Lake Bluff Youth Baseball Association to review the Affiliate Agreement. Staff reviewed the annual cost of maintaining the fields. Both parties agreed with a yearly increase based on the prior year's CPI, not to exceed 2.5%.

Commissioner McKendry moved, seconded by Commissioner Wallace, to approve the Affiliate Agreement with the Lake Bluff Youth Baseball Association for a three year period ending December 31, 2018.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

**American with Disabilities Act Transition Plan – Approval**

Executive Director Salski explained that the American with Disabilities Act Transition Plan was discussed at a Committee of the Whole Meeting in 2011, but it was never formally approved at a Board Meeting.

Commissioner McKendry moved, seconded by Commissioner Gronau, to approve the American with Disabilities Act Transition Plan as presented.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

## Regular Board Meeting of February 22, 2016

### 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 26<sup>th</sup>, from 8:30 to 10:00 a.m., in the Lake Bluff Community Room. He said six or seven legislators are expected to be present. He also said the NSSRA Shining Stars Dinner will be held on April 29, 2016 and the Preschool Fun Fair will be held on March 12. Executive Director Salski advised that staff met with Billy Casper Golf and they hope to get started the first or second week of March.

Superintendent Foster stated that second interviews are being scheduled for the open mechanic's position. He noted that the ice rink will be shut down this week due to the warm weather.

Manager Bagley said that seasonal employment recruitment is continuing. She reported that the whole performance appraisal system is being revamped.

### EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to adjourn into Executive Session, at 7:36 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 selection of a person to fill a vacancy in public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, Section 2.06 (5 ILCS 120/2)(c)(3).

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** R. Douglass

**Motion carried.**

The regular meeting reconvened at 7:53 p.m. with the following persons present: S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, B. Wallace, R. Salski, and M. Jendreas.

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

**Regular Board Meeting of February 22, 2016**

**ADJOURNMENT**

There being no further business, motion was made by Commissioner Gronau, seconded by Commissioner McKendry, to adjourn the meeting at 7:54 p.m. The motion carried by unanimous voice vote.

Approved this 14<sup>th</sup> day of March, 2016  
Board of Commissioners  
Lake Bluff Park District