

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
NOVEMBER 14, 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: B. Gordon, K. McKendry, C. Mosbarger, B. Wallace and President Douglass.

Commissioners S. Ehrhard and K. Gronau were 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.

Also present was George Russell, Community Representative for the Parks & Beach Committee.

**Approval of Agenda**

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the November 14, 2016 Agenda, as submitted.

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

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, K. Gronau

**Motion carried.**

**Statement of Visitors - None**

**MINUTES**

**Approve Minutes of October 17, 2016 Regular Board Meeting**

Commissioner Mosbarger moved, seconded by Commissioner Wallace, to approve the October 17, 2016 Minutes, as presented.

**Regular Board Meeting of November 14, 2016**

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

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, K. Gronau

**Motion carried.**

**CONSENT AGENDA**

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

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

Commissioner Wallace moved, seconded by Commissioner Gordon, to accept the items on the Consent Agenda as presented.

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

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, K. Gronau

**Motion carried.**

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

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

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, K. Gronau

**Motion carried.**

**FINANCE**

**2016 October and Year to Date Financials**

Executive Director Salski reported that October's beginning Pooled Cash was \$2,745,894. As of October 31, 2016, the total liabilities, equity and surplus (Pooled Cash) was \$2,571,623. Adjusting for Referendum Projects (\$653,905), net operating cash is \$1,917,718. The Golf accounts are not reported in the Park District software and don't anticipate to be reported until December 2016. However, the total balance is \$606,686, which would increase net operating cash to \$2,524,404. As of October 31, 2015, the total liabilities, equity and surplus (Pooled Cash) was \$5,030,153. Adjusting for Referendum Projects (\$2,116,904), net operating cash would be \$2,913,249.

## **Regular Board Meeting of November 14, 2016**

Commissioner Ehrhard now present at 6:35 p.m.

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to accept the October 2016 Financial Report.

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

**AYE:** S. Ehrhard, B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** K. Gronau

**Motion carried.**

### **Purchase Cards – Ratification**

Director Salski reported that October 2016 purchases were \$43,195.02 versus October 2015 purchases which were \$30,610.02.

Commissioner Gordon moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$43,195.02.

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

**AYE:** S. Ehrhard, B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** K. Gronau

**Motion carried.**

## **OLD BUSINESS/DISCUSSION**

### **Estimating the Amount of the Annual Aggregate 2016 Property Tax Levy - Discussion**

Executive Director Salski stated that with the 2014 and 2015 Tax Levy discussions, the Board agreed and requested staff to develop the 2016 Budget without increasing taxes by the Consumer Price Index (C.P.I.), while including growth. As staff developed the preliminary 2017 Budget, the Park District had a deficit. In October, the Board discussed the impacts of approving the C.P.I. with calculating new construction. He said the property tax amount extended for debt service for 2015 was \$618,208. The estimated property tax to be levied for debt service for 2016 is \$617,301. This represents a 0.15% decrease from the previous year.

## **Regular Board Meeting of November 14, 2016**

Executive Director Salski explained that a public hearing to approve a proposed property 2016 tax levy increase for Lake Bluff Park District for calendar year 2017 will be held on December 5th at 6:30 p.m. at the Lake Bluff Park District Recreation Center, 355 W. Washington Avenue, Lake Bluff, Illinois. The total property tax amount extended for 2015 was \$2,971,876. The estimated property tax to be levied for 2016 is \$3,006,881. This represents a 1.18% increase over the previous year. It is estimated that a fair market value home of \$500,000 would anticipate an increase of \$6 to \$8.

### **Artesian Park Soil Removal - Approval**

Superintendent Heiser explained that the Artesian Park site has 270 cubic yards of undesirable soil that requires removal before construction may continue. Soil samples were tested and nothing was toxic. He said there are several options to dispose of the soil: remove and dispose at a Waste Management facility, move to another location within Artesian Park, have Clauss Brothers move the soil to the Lake Bluff Golf Club and have staff complete construction of a berm, or contract with a third party to move the soil to the Lake Bluff Golf Club and have staff complete construction of a berm.

Superintendent Heiser said the most cost effective option is to contract a third party to move the soil to the Lake Bluff Golf Club and have staff complete construction of a berm.

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to move forward to contract with a third party to move the soil to the Lake Bluff Golf Club and have staff complete construction of a berm, at a cost not to exceed \$12,000.

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

**AYE:** S. Ehrhard, B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** K. Gronau

**Motion carried.**

## **NEW BUSINESS/ACTION ITEMS**

### **Sunrise Park and Beach – Bluff Maintenance – Tree Removal - Approval**

Executive Director Salski said that the Park District finished Phase One of the Bluff Maintenance Plan and is working toward Phase Two – removal of undesirable trees. Trees to be removed include 35 Ash, 58 Norway Maples and 21 Black Locusts. Trees will be removed when conditions are appropriate and, therefore, the project may get postponed to 2017.

Commissioner McKendry moved, seconded by Commissioner Gordon, to approve removal of the trees identified in the memorandum dated November 10, 2016, at a cost not to exceed \$34,555.40.

**Regular Board Meeting of November 14, 2016**

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

**AYE:** S. Ehrhard, B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** K. Gronau

**Motion carried.**

**Resolution 2016-C – 2017 Regular Board and Committee of the Whole Meeting Dates – Approval**

Executive Director Salski explained that per Park District Code, a Resolution needs to be approved by the Board which lists the Regular Board and Committee of the Whole Meeting dates for 2017.

Commissioner Gordon moved, seconded by Commissioner McKendry, to approve Resolution 2016-C which lists the Board of Park Commissioners 2017 Regular and Committee of the Whole Meeting dates.

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

**AYE:** S. Ehrhard, B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** K. Gronau

**Motion carried.**

**Ordinance 2016-J – Personnel Policy Manual – Section 5.7 – Travel Policy – Amendment - Approval**

Executive Director Salski said that legislators implemented a new law, effective January 1, 2017, that creates the Local Government Travel Expense Control Act. It provides that units of local government shall, by resolution or ordinance, regulate travel, meal and lodging expenses of officers and employees. He said the Park Districts current policy will be deleted and replaced with the new law for the Local Government Travel Expense Control Act, which is covered in Ordinance 2016-J.

Commissioner Mosbarger moved, seconded by Commissioner Wallace, to adopt Ordinance 2016-J which amends the Personnel Manual, Section 5.7 Travel Policy.

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

**AYE:** S. Ehrhard, B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** K. Gronau

**Motion carried.**

## **Regular Board Meeting of November 14, 2016**

### **WRITTEN COMMUNICATIONS**

#### **Community Comments/Correspondence**

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

### **VERBAL COMMUNICATIONS**

**Staff:** Executive Director Salski informed Commissioners that necessary paperwork is being completed in order to receive the \$200,000 OSLAD Grant. He reminded Commissioners about the Budget Meeting on December 5th and said the Budget binders will be ready next week.

Manager Bagley advised that staff was looking into another pooling option for health insurance, which would not go into effect until 2018.

Superintendent Lakeman reported that the Basketball Program started this past weekend with 121 youth participating.

Superintendent Foster noted that a large Cottonwood tree was removed from the 17th hole of the Golf Course. Also, he said hockey boards will be going up this week.

Superintendent Heiser stated that he attended the Lake Bluff PTO's Pumpkin Chase and staff manned a booth for the Fitness Center.

Tri-Board/Intergovernmental Committee – Executive Director Salski said that a Newsletter will be going out very soon regarding the Bluff. President Douglass said lighting will be replaced in the parking lot and the idea of having surveillance cameras in the future was discussed.

Finance, Administration and Future Planning Committee – Commissioner Gordon noted that budget discussions are coming along nicely. Commissioner Wallace said that the budget approach this year is great and it started out with realistic revenues. He noted that the District has a do-able budget this year and the process is a lot more solid.

Facilities and Programs Committee – Commissioner Mosbarger said the Committee reviewed program fees and there will be a slight increase across the board, but nothing major.

Executive Director Salski said that the Park District and Foundation are discussing the possibility of cross country skiing on the Golf Course. Staff is looking into getting a double-wide track.

### **EXECUTIVE SESSION**

Commissioner Gordon moved, seconded by Commissioner McKendry, to adjourn into Executive Session, at 7:35 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).

**Regular Board Meeting of November 14, 2016**

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

**AYE:** S. Ehrhard, B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** K. Gronau

**Motion carried.**

The regular meeting reconvened at 7:37 p.m. with the following persons present: S. Ehrhard, B. Gordon, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass, 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 Gordon, seconded by Commissioner Wallace, to adjourn the meeting at 7:38 p.m. The motion carried by unanimous voice vote.

Approved this 5th day of December, 2016  
Board of Commissioners  
Lake Bluff Park District