

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
OCTOBER 17, 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, K. McKendry, C. Mosbarger, B. Wallace, and President Douglass.

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; Tim Rochford, Fitness & Healthy Lifestyle Manager; Eric Moran, Racquet Sports & Facility Services Manager; Noah Mach, Park Services Manager; and Marcia Jendreas, Recording Secretary.

Also present were Steve Link from Graf Tree Care; and George Russell, Community Representative for the Parks & Beach Committee.

**Approval of Agenda**

President Douglass amended the Agenda under *VI. New Business*, by switching items A and B.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the October 17, 2016 Agenda, as amended.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**Statement of Visitors - None**

**MINUTES**

**Approve Minutes of September 19, 2016 Regular Board Meeting**

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to approve the September 19, 2016 Minutes, as presented.

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

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**Approve Minutes of September 26, 2016 Special Board Meeting**

Commissioner Gronau moved, seconded by Commissioner Mosbarger, to approve the September 26, 2016 Minutes, as presented.

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

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

**NAY:** None

**ABSTAIN:** S. Ehrhard, B. Wallace

**ABSENT:** None

**Motion carried.**

**CONSENT AGENDA**

**Approve Invoice Schedule for the period ending October 3, 2016**

**Approve Invoice Schedule for the period ending October 17, 2016**

Commissioner Wallace moved, seconded by Commissioner Mosbarger, 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, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

Commissioner Wallace moved, seconded by Commissioner Gordon, 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, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

## Regular Board Meeting of October 17, 2016

### FINANCE

#### 2016 September and Year to Date Financials

Executive Director Salski reported that September's beginning Pooled Cash was \$1,885,672. As of September 30, 2016, the total liabilities, equity and surplus (Pooled Cash) was \$2,745,894. Adjusting for Referendum Projects (\$763,514), net operating cash is \$1,122,158. 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 \$454,535, which would increase net operating cash to \$1,576,693. As of September 30, 2015, the total liabilities, equity and surplus (Pooled Cash) was \$5,810,526. Adjusting for Referendum Projects (\$2,786,420), net operating cash would be \$3,024,106. MTD was unfavorable \$263,264 as compared to budget.

Executive Director Salski said that the Budget books will be available mid-November for the Board to review. There will be discussion on a few budget items at the Committee of the Whole Meeting in November.

Commissioner Mosbarger moved, seconded by Commissioner Wallace, to accept the September 2016 Financial Report.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

#### **Purchase Cards – Ratification**

Director Salski reported that September 2016 purchases were \$31,043.93 versus September 2015 purchases which were \$40,858.57.

Commissioner Gordon moved, seconded by Commissioner Gronau, to ratify the Purchase Card payment of \$31,043.93.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

President Douglass moved, seconded by Commissioner McKendry, to change the amended Agenda as follows: Move *VI. New Business, Item B.* to *V. Old Business, Item A*, and move current A, B and C to B, C and D.

## **Regular Board Meeting of October 17, 2016**

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

### **OLD BUSINESS/DISCUSSION**

#### **Park Tree Inventory – Graf Natural Resources Management and GIS – Presentation - Acceptance**

Noah Mach, Park Services Manager, introduced Steve Link, from Graf Tree Care and said Steve will give a presentation on the Park Tree Inventory and GIS software. He said this will help staff to know what species of trees to plant in the future.

Mr. Link advised that the Park District has 741 trees of 50 different species and the average tree condition is 3.9%, which is normal. He said trees were geotagged and a database was created using GIS software. This software shows location of trees, age, size and condition. It also addresses park benches and shows whether the tree or bench was donated and gives future maintenance recommendations.

Mr. Link highlighted sections of the Inventory Report and noted that it would be a good idea in the future to develop a Tree Risk Management Program. He said that the Park District has an ecologically diverse Oak Woodland and Bluff Ecosystem and has tremendous opportunity for continued conservation and enhancement.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to accept the Graf Natural Resources Management & GIS Report.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

#### **Platform Tennis Fourth Court Bid – Discussion**

Manager Heiser noted that because of the recent rule change within the Chicago Platform Tennis Charities (CPTC), the number of teams a club may field will be limited on the number of courts available at their facility. This rule change would restrict the Paddle Club to six men's teams; currently the club fields eight.

## **Regular Board Meeting of October 17, 2016**

Manager Heiser said the recent bid opening for a used platform tennis court, utilizing fourth court donations to the Foundation, yielded one bid from Total Platform Tennis, at a total of \$126,540.00. Currently the Foundation has \$62,070.93 in funds earmarked for this project. Staff is completing a final audit of the proceeds from the 2016 North Shore Kickoff Classic (NSKC) and estimates an additional \$15,503.50 in funding from this year's event. Additionally, the project has applied and received \$15,000 in total commitments from the CPTC and American Platform Tennis Association.

Manager Heiser noted that if the Park District was to proceed with the construction of a refurbished court, \$26,465 of the project is currently unfunded. Several options to consider for funding the remainder of the project are: allocate capital and/or operational funds from the Park District; allocate capital funds and recoup these funds from future proceeds of the NSKC (average proceeds are \$10,000); assess the membership through an increase in the annual membership fee (currently average 140 members annually).

Commissioner Mosbarger felt that staff should get a bid on a new court. Manager Heiser said that a new court would cost between \$135,000 and \$140,000 and the challenge in waiting to purchase the used court is that the District could lose it because there are other Districts looking for used courts.

Manager Moran commented that Total Platform has been upfront and responsive. He thought a new court would cost a lot more and felt purchasing a used court was a good option. He said he inspected the used court and it is in great shape, plus it will be refurbished before Lake Bluff receives it.

Commissioners were concerned with the deficit. Manager Moran commented that this could be a great opportunity to capture more teams. Executive Director Salski thought there would be no problem with the Foundation reimbursing the Capital Fund, if that is where the deficit will be taken out of. Commissioner Wallace said it is just a timing issue for the deficit and he didn't see a problem. He said he would like to see a plan from staff, to attract new teams. Superintendent Heiser said it was a minimum expense for running a fourth court.

Executive Director Salski said that this project would be voted on later in the meeting.

### **Five Year Capital Plan - Discussion**

Executive Director Salski said that in 2013, the Board agreed to fund \$1.5 million of capital improvements, equipment and planning. Based on discussions at Board and Committee Meetings and Workshops, there were a few unfunded improvements and equipment that moved into the five-year plan.

## Regular Board Meeting of October 17, 2016

Executive Director Salski has an established practice of approving leasing/loans for improvements and/or equipment. Leasing/loans are expensed through the operations, which does create a challenge for operations. Typically, Park Districts fund improvements and equipment from a debt service fund; however, the Lake Bluff Park District Debt Service Fund is being used for the Recreation Center debt. Facilities require necessary equipment to continue operating effectively. Staff is seeking direction from the Board on the following: Does the Board want to move forward with the planned equipment in 2018? If yes, does the Board want to lease and/or purchase?

Executive Director Salski noted that a placeholder of \$20,000 was put in place for sand and there is a ranking system for capital items. There is \$300,000 in operational debt.

President Douglass asked about the potential OSLAD Grant and Director Salski said that staff is in process of gathering documents that were requested.

A discussion followed regarding leasing as opposed to owning. Commissioner Wallace commented that the District has leased in the past because there was not enough money to purchase. Executive Director Salski said that new golf carts are needed and the old carts are worth about \$600 used. Also, new Fitness Center equipment is needed. Commissioner Wallace said that this has to be financed because this equipment is needed to keep up with the competition.

Executive Director Salski said another expense is the washer and dryer for the Fitness Center at a cost of \$27,000. Commissioners questioned the large amount and Superintendent Foster said these are industrial machines. Manager Rochford commented that he did not think residential equipment would hold up with the heavy use of the machines.

Executive Director Salski noted that staff wanted ideas from Commissioners because it will help during in-house budget discussions. He said that in the next three years, the District needs to look at everything – policies, costs, programs, etc. A logical and detailed process is necessary to analyze whether to reinvest, improve, purchase, repurpose, etc. This planning process is complicated and requires a Consultant focused in this area. Also, a Cost Recovery Plan and Employee Market Analysis are needed.

Commissioners Ehrhard and McKendry exited the meeting at 8:22 p.m.

Commissioner Mosbarger commented that if there are limited resources, he would not like to see money spent on consultants.

Commissioner Wallace said that it was really helpful to have all the information provided in the Long-Term Capital Improvements and Equipment Plan in one place and thanked staff for putting it together.

Commissioners Ehrhard and McKendry returned to the meeting at 8:25 p.m.

## **Regular Board Meeting of October 17, 2016**

### **2017 Budget and 2016 Tax Levy – Discussion**

Executive Director Salski said that the Board has agreed in the past not to budget the Consumer Price Index (C.P.I.) until there is a final budget. The State of Illinois has determined the C.P.I. as 0.7%. With an estimated 3% decrease and new construction based on the Village, two scenarios are given: 0.0% C.P.I. and new construction factor = \$8,258; 0.7% C.P.I. and new construction factor = \$23,193.

After some discussion, Commissioners Mosbarger, Wallace, Ehrhard, and Gronau all agreed that the 0.7% C.P.I. was needed.

Manager Moran exited the meeting at 8:40 p.m.

### **NEW BUSINESS/ACTION ITEMS**

#### **Platform Tennis Fourth Court Bid – Approve/Reject**

Superintendent Heiser said that the Park District received one bid in the amount of \$105,590 from Total Platform Tennis. The project manual outlined the construction of a new or refurbished platform tennis court adjacent to the existing paddle facility. The bid identified the construction of a refurbished court. A contingency of 8% would be included.

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to approve the Base Bid from Total Platform Tennis in the amount of \$105,590, with a contingency of \$8,450 and with the knowledge that the Park District will be reimbursed \$26,465.57 by Platform Tennis fundraisers held in future years.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

### **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 Wintrust Financial was the lowest bidder for the Bonds.

## **Regular Board Meeting of October 17, 2016**

Manager Bagley advised that she is currently recruiting for a front desk person for the Fitness Center.

Superintendent Lakeman reminded everyone about the Trunk or Treat event this Saturday and the Basketball Coaching Clinic on November 9th and 12th.

Superintendent Heiser noted that the Golf Course will hold a "Customer Appreciation Week and staff is actively pushing programming at the Fitness Center.

Executive Director Salski said that the Foundation was looking for hole sponsors for their Turkey Shoot on November 12th.

### **EXECUTIVE SESSION**

President Douglass moved, seconded by Commissioner Gordon, to adjourn into Executive Session, at 8:45 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, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

The regular meeting reconvened at 8:50 p.m. with the following persons present: S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass, R. Salski, and M. Jendreas.

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



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

**ADJOURNMENT**

There being no further business, motion was made by Commissioner Gordon, seconded by Commissioner Gronau, to adjourn the meeting at 8:51 p.m. The motion carried by unanimous voice vote.

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