

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
APRIL 17, 2017**

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; Sarah Bagley, Human Resources Manager; Jim Lakeman, Superintendent of Recreation, Safety and Outreach Services; Rob Foster, Superintendent of Golf, Park and Facility Maintenance; Ed Heiser, Superintendent of Facility Services; Eric Moran, Racquet Sports and Facility Services Manager; and Marcia Jendreas, Recording Secretary.

Also present was Bill Schloss, Lower Electric LLC. and Jim Morman, Paddle Fundraiser.

Approval of Agenda

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the April 17, 2017 Agenda, as submitted.

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

Approval of Minutes of March 20, 2017 Regular Board Meeting

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to approve the Minutes of the March 20, 2017 Regular Board Meeting, as presented.

Regular Board Meeting of April 17, 2017

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.

CONSENT AGENDA

Approve Invoice Schedule for the period ending April 3, 2017

Approve Invoice Schedule for the period ending April 17, 2017

Approve Invoice Schedule for the period ending April 6, 2017

Commissioner Mosbarger moved, seconded by Commissioner Wallace, 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 Mosbarger moved, seconded by Commissioner Wallace, 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.

FINANCE

Purchase Cards – Ratification

Director Salski reported that March 2017 purchases were \$26,268.54 versus March 2016 purchases which were \$31,074.00.

Commissioner Gronau moved, seconded by Commissioner Gordon, to ratify the Purchase Card payment of \$26,268.54.

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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.

2017 – MTD and YTD – District-Wide Financial Report

Executive Director Salski said March's beginning Pooled Cash was \$1,412,650. As of March 31, 2017, the total liabilities, equity, and surplus (Pooled Cash) was \$1,351,094. Adjusting for Referendum Projects (\$148,942), net operating cash is \$1,202,152. The Golf accounts are not reported in the Park District software and don't anticipate to be reported until December 2017. However, the total balance is \$123,860, which would increase net operating cash to \$1,326,012. As of March 31, 2016, the total liabilities, equity and surplus (Pooled Cash), adjusted for Referendum was \$1,113,090.

The District was \$183,050 under budget for the month of March 2017. The Master/Capital Fund provided the greatest impact due to moving the Grant receipts of \$200,000 to 2016, the year in which the State awarded us the funds. The Recreation Fund was \$22,978 favorable as compared to budget because revenues for both Recreation Programs and Golf Course are ahead of plan.

Commissioner Wallace moved, seconded by Commissioner Mosbarger to accept the March, 2017 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.

2016 & 2017 MTD and YTD – Golf Club Financial Report

Executive Director Salski advised that the 2016 Golf Club Financial Report was finalized. He explained the report and said that there was a \$150,000 improvement in losses over 2015.

Commissioner Wallace noted that there is still a lot to do but this was a great accomplishment.

Commissioner Gronau moved, seconded by Commissioner Mosbarger to accept the March, 2017 Financial Report.

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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

Strategic Plan – Presentation

Executive Director Salski explained that the Strategic Plan was adopted in 2015 and is a work in progress. As part of the implementation guidelines, regular reporting of the Plan's progress should occur, and the Board should review the Plan progress on a quarterly basis. He reviewed some of the strategic goals and strategic objectives and said staff members are assigned to each goal.

Participation & Membership Quarterly Report – Presentation

Executive Director Salski stated that the Strategic Plan outlines a key Strategic Objective, "Identify current and future trends for programs and services" and a tactic/action step is presenting participation and membership information on a quarterly basis at the Regular Board Meeting.

Superintendent Lakeman reviewed information about Kidzone, Pre-School and Dance.

Superintendent Heiser gave a summary of the Fitness Center, Group X and Memberships. He also highlighted Racquet Sports, Golf Club rounds, communications and promotions and gave an overview of the District website and Facebook.

Commissioners felt that it was important to be able to purchase memberships and pool passes on the website. Executive Director Salski commented that staff is working on also having one waiver for everything, rather than individual ones.

NEW BUSINESS

Energy Agreement – Electric Pricing – Approval

Executive Director Salski explained that since 2001, the Park District has consulted with an Energy Consultant, Lower Electric, LLC, which assists with reducing electric supply costs. The Park District continues utilizing ComEd for electric delivery. The current energy agreements are broken into two areas/locations – Blair Park; Artesian and other facilities.

Bill Schloss from Lower Electric, LLC, explained that his company represents multiple suppliers and they shop the rates. He said that Energy Me has the best rate right now and suggested entering into a two year agreement with them, rather than three year, in case rates go down in the future. There are no penalties for under or over usage.

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Executive Director Salski noted that he would check with ComEd to see if any energy rebates or credits are available right now.

Commissioner Gordon moved, seconded by Commissioner Gronau, to authorize the Executive Director, with Attorney review, to enter into a two-year electric supply agreement with Energy Me, and lock in beginning October, 2017.

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.

Artesian & Blair Park Project – Turf – Approval

Executive Director Salski said that some undesirable soil was removed from Artesian Park last year and after some erosion in the winter months more debris has surfaced. The budget outlined seeding the area, but it has been determined that installing sod would prevent solids from rising to the surface.

Superintendent Heiser said the additional cost of sod at Artesian would be \$11,520 and \$7,120 at Blair. He outlined additional costs for pedestrian path and drainage at Blair Park; and Artesian Park soil testing, soil removal, tennis court repairs and play equipment overage. Total additional costs amounted to \$22,346 with \$17,448 contingency and a \$9,000 seed credit. The projects exceed the construction contingency by \$4,898.

Commissioner Mosbarger commented that since the roof repair at the Recreation Center came in under budget, there is extra money available. Executive Director Salski agreed and said \$810,000 was budgeted for roof repair and actual cost was \$657,000.

Commissioners were in favor of the additional work and definitely preferred sod over seed, considering the condition of the soil and prevention of future erosion.

Commissioner Gronau moved, seconded by Commissioner Gordon, to accept the additional construction and sod installation at Artesian and Blair Parks, as outlined in a memo dated April 17, 2017 from Superintendent Ed Heiser to the Board of Commissioners.

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.

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Platform Tennis – Fourth Court – ADA & Deck Requirements – Approval

Superintendent Heiser stated that on October 17, 2016, the Board accepted the base bid for a fourth platform tennis court from Total Platform Tennis in the amount of \$105,590. The total project budget is \$126,540 including professional services and an 8% contingency. Staff has secured \$92,575 in funding for the project from a combination of donations, proceeds from the annual paddle tournament and grant opportunities.

The Board approved the District funding \$7,500, the equivalent of half the purchase price of the used court. The remaining balance due of \$26,465 was approved by the Board with staff committing that future funds raised through the annual paddle tournament would fully reimburse the Park District.

Superintendent Heiser said that during a pre-construction meeting with FGM Architects on February 24, staff was made aware that the new court, as originally designed, is not accessible and would be in violation of the ADA. Modifications to make it accessible amount to \$18,375 for additional decking, concrete peers, undercarriage, guardrail and skirting.

Superintendent Heiser explained that staff recommends taking 33% or \$6,063.75 from the Special Recreation Fund; therefore, requiring additional funds of \$12,311. Currently there is an 8% contingency, so there is an opportunity for the impact to be less than \$12,311. Staff is committed to ensuring the Park District receives full reimbursement for any portions of the unfunded allocation of this project. Additionally, the Board would have the option to implement a one-time assessment of the membership to guarantee reimbursement.

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to approve the change order and proposal from Total Platform Tennis, in the amount of \$18,375, with reimbursement from future platform tennis fundraisers and a one-time assessment, if necessary.

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 – None

VERBAL COMMUNICATIONS

Executive Director Salski advised that the Lake Bluff Village, Library and Park District have retained Peter Wright to provide information about insurance pools. They hope to develop a long term financial plan for insurance and he will provide further information at the June, 2017 Board Meeting.

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Facilities and Programs Committee – Executive Director Salski said that the Committee will meet soon to review year to date financials for specific facilities and to discuss Health and Fitness Center strategies and develop a business plan. A Strategy Team has been formed to accomplish this task. He asked Commissioners to approach him directly with any ideas they might have in this regard and then he will take the information to the Team.

Commissioner Mosbarger asked Executive Director Salski to provide an update from the Strategy Team at the next Board Meeting.

Superintendent Lakeman said that three cameras were recently installed and one more will be added. They are located in the gym, outside, behind the service counter and in the lobby.

Superintendent Foster gave an update on the Recreation Center hot water issue and said the plastic dip tubes in the heaters are disintegrating and plugging up valves and faucets. More investigation will be done to determine the best solution to solve the problem.

EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to adjourn into Executive Session, at 8:27 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 8:29 p.m. with the following persons present: S. Ehrhard, B. Gordon, R. Douglass, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, Ron Salski, and M. Jendreas.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION – None

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ADJOURNMENT

There being no further business, motion was made by Commissioner Gordon, seconded by Commissioner Gronau, to adjourn the meeting at 8:30 p.m. The motion carried by unanimous voice vote.

Approved this 15th day of May, 2017
Board of Commissioners
Lake Bluff Park District