

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
JULY 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, C. Mosbarger, F. Pitera, B. Wallace, and R. Douglass.

Commissioner McKendry was absent with prior notice.

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 and Sarah Bagley, Human Resources Manager.

Approval of Agenda

Commissioner Mosbarger moved, seconded by Commissioner Gordon, to approve the July 17, 2017 Agenda as submitted.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Statement of Visitors - None

Approval of Minutes of June 19, 2017 Regular Board Meeting

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to approve the Minutes of the June 19, 2017 Regular Board Meeting, as presented.

Regular Board Meeting of July 17, 2017

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending July 1, 2017

Approve Invoice Schedule for the period ending July 5, 2017

Approve Invoice Schedule for the period ending July 17, 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, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

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, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

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FINANCE

June 2017 and Year to Date Financials

Director Salski reported that June's beginning Pooled Cash was \$1,102,857. As of June 30, 2017, the total liabilities, equity and surplus (Pooled Cash) was \$2,139,608. Adjusting for Referendum Projects (\$105,094), net operating cash is \$2,034,514. 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 \$232,071, which would increase net operating cash to \$2,266,585. As of June 30, 2016, the total liabilities, equity and surplus (Pooled Cash), adjusted for Referendum was \$1,169,035.

Commissioner Wallace moved, seconded by Commissioner Mosbarger, to accept the June 2017 Financial report.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Purchase Cards – Ratification

Director Salski reported that June 2017 purchases were \$66,613.79 versus June 2016 purchases which were \$65,791.04.

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to ratify the Purchase Card payment of \$66,613.79.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

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Quarterly Reports

Superintendent Heiser highlighted details of Fitness Center membership and said yearly sales are down approximately 6%. He noted that numbers are not totally accurate because of the conversion of software. He also reviewed Group X and Personal Training sales. He said they will be starting a reactivation campaign in August, which will include some type of incentive added to memberships for about 500 annual members and they will also launch an automatic renewal program.

Superintendent Lakeman said that pool memberships are up with 300 new household members this year. He reported on enrichment and dance classes and commented that offering a smaller segment of classes could mean less cancellations. Staff is also looking into offering dance to 3 to 5 year olds during the day.

NEW BUSINESS/ACTION ITEMS

Triplex Greens Mowers Bid - Reject

Executive Director Salski said that this item was tabled at the last meeting and staff has already started repairs on the existing equipment.

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to reject all bids on the purchase of Triplex Greens Mowers.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

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 said that any impact fees the area received will be put into the Capital Fund.

Superintendent Lakeman advised that the District received a 99% accreditation score from PDRMA on a recent audit of the Fitness Center.

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Superintendent Heiser noted that the spin bikes are on back order, but should be received by the middle of August; the golf course was closed for two days because of the rain; and the poured-in-place surface at Artesian Park has peeled away on one side and is taped off until repairs are done by the installers.

Manager Bagley reported that the Village, Library and Park District have been working together to find a less expensive insurance plan for employees. She said staff will present this new plan, along with an Intergovernmental Agreement, to the Finance, Administration and Future Planning Committee, at their next meeting.

Superintendent Foster advised that rain has caused some of the holes at the golf course to be closed and there might be some turf damage. Staff is working to get 9 holes open soon.

Finance, Administration & Future Planning Committee – Commissioner Gordon said that the Committee met on July 7th to discuss ActiveNet Processing and Transaction Fees. There was a lot of discussion and a follow-up meeting will be held.

Facilities & Programs Committee – Commissioner Mosbarger said that the Committee met on July 14th and they focused on getting the Fitness Center back on track. Commissioner Pitera said they are currently getting feedback, discussing pricing options and getting a better sense of current operations.

Commissioner Wallace thanked Commissioners for all the extra effort and hours they have been putting in and said it was good for the entire community.

EXECUTIVE SESSION

Commissioner Gordon moved, seconded by Commissioner Wallace, to adjourn into Executive Session, at 7:32 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, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

The regular meeting reconvened at 7:33 p.m. with the following persons present: S. Ehrhard, B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass and R. Salski.

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

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ADJOURNMENT

There being no further business, motion was made by President Douglass seconded by Commissioner Gordon to adjourn the meeting at 7:33 p.m. The motion carried by unanimous voice vote.

Approved this 21st day of August 2017
Board of Commissioners
Lake Bluff Park District