

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
JUNE 19, 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. McKendry, C. Mosbarger, F. Pitera, B. Wallace and R. Douglass.

Staff members present were Ron Salski, Executive Director; Jim Lakeman, Superintendent of Recreation, Safety and Outreach Services; Ed Heiser, Superintendent of Facility Services; and Rob Foster, Superintendent of Golf, Park and Facility Maintenance, Sarah Bagley, Human Resources Manager, and Marcia Jendreas, Recording Secretary.

Also present were George Russell, Community Representative for the Parks & Beach Committee; and Ron Amen, from Lauterbach & Amen, LLP.

Approval of Agenda

Commissioner Gordon moved, seconded by Commissioner McKendry, to approve the June 19, 2017 Agenda as submitted.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Statement of Visitors – None

Approval of Minutes of May 15, 2017 Regular Board Meeting

Commissioner Wallace moved, seconded by Commissioner Mosbarger, to approve the Minutes of the May 15, 2017 Regular Board Meeting, as presented.

Regular Board Meeting of June 19, 2017

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: B. Gordon

ABSENT: None

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending May 22, 2017

Approve Invoice Schedule for the period ending June 1, 2017

Approve Invoice Schedule for the period ending June 19, 2017

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

UNFINISHED OR CONTINUING BUSINESS

Oath of Office – Brock Gordon

Newly elected Board member Brock Gordon read the Oath of Office into the record.

Regular Board Meeting of June 19, 2017

Audit Report for the Fiscal Year Ending December 31, 2016 – Lauterbach & Amen, LLP – Acceptance

Executive Director Salski said that Lauterbach & Amen, LLP has completed the audit for the fiscal year ending December 31, 2016.

Ron Amen said that he met with the Finance, Administration and Future Planning Committee on May 10, 2017 and they discussed topics such as accruals, operation net surplus/deficit, pension liability and management audit performance, etc. Mr. Amen then presented a summary of the Audit. He noted that the Park District received the Government Finance Officers Award (GFOA) in 2014 and 2015, and the 2016 audit will be submitted for the award as soon as it is complete.

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to accept the audit report submitted by the District's auditor, Lauterbach & Amen, LLP, for the fiscal year ending December 31, 2016.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Ron Amen exited the meeting at 7:43 p.m.

FINANCE

Quarterly Financial and Statistical Reports – July Board Meeting – Update

Executive Director Salski advised that staff would review the Quarterly Financial and Statistical Reports and a Facilities and Programs Committee meeting will be scheduled to go over questions.

Commissioner Mosbarger provided an overview of the Strategy Team's progress and the Committee's recommended approach for future financial and statistical reports. He said that since golf seems to have increased slightly, the future focus will be on fitness. He noted that a better job needs to be done on collecting data and part of Phase 1 will be interviewing firms that do survey work and set targets. It is important to survey residents who have never been members of the Fitness Center.

Regarding Personal Training, Superintendent Heiser said that it is improving. Commissioner McKendry suggested giving an incentive to members who bring in new members.

Regular Board Meeting of June 19, 2017

May 2017 and Year to Date Financials

Director Salski reported that May's beginning Pooled Cash was \$1,299,350. As of May 31, 2017, the total liabilities, equity and surplus (Pooled Cash) was \$1,102,857. Adjusting for Referendum Projects (\$105,094), net operating cash is \$997,763. The Golf account is not reported in the Park District software and not anticipated to be reported until December 2017. However, the total balance is \$236,646, which would increase net operating cash to \$1,234,409. As of May 31, 2016, the total liabilities, equity and surplus (Pooled Cash), adjusted for Referendum, was \$1,169,035.

The District was \$19,448 unfavorable as compared to budget for the month of May 2017. The Master/Capital Fund provided the greatest impact showing \$29,251 unfavorable for the month of May. The General Fund was \$16,667 favorable. Year to Date, the District is \$36,277 favorable as compared to Budget.

Superintendent Heiser reported that golf missed budget by \$50,000, but the weather has been a challenge. He said the Fitness Center was \$18,000 unfavorable to budget, but they are slowly increasing memberships.

Superintendent Foster stated that overall, maintenance is \$34,000 under budget and they are still down two employees.

Superintendent Lakeman advised that pool membership is ahead of budget, camp is under budget, beach shelter rental exceeded budget and dog tags are only \$800 from hitting budget.

Commissioner Wallace moved, seconded by Commissioner Gordon, to accept the May 2017 Financial report.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Purchase Cards – Ratification

Director Salski reported that May 2017 purchases were \$47,876.47 versus May 2016 purchases which were \$47,740.08.

Commissioner Mosbarger moved, seconded by Commissioner Gordon, to ratify the Purchase Card payment of \$47,876.47.

Regular Board Meeting of June 19, 2017

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

NEW BUSINESS/ACTION ITEMS

Ordinance 2017-H – Prevailing Wage – Approval

Executive Director Salski advised that annually, the State of Illinois requires that each June, all government agencies adopt the Prevailing Wage Ordinance to ensure that an agency's contractor pays the appropriate amounts to its outside contractors.

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to adopt Ordinance 2017-H Prevailing Wage Rates to be Paid to Laborers, Mechanics and Other Workers Performing Construction of Public Works for the Lake Bluff Park District.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Triplex Greens Mowers Bid – Approval / Denial

Superintendent Foster said that staff has made several attempts to stretch the equipment throughout the year. In May, the triplex mower equipment experienced significant engine and hydraulic problems due to worn out parts. A concern is that the Golf Club has four triplex mowers, two greens mowers and two tee mowers, and all are approximately 18 years old.

Commissioner Wallace asked how this problem can be solved for now without purchasing two new mowers at a cost of \$45,555.00. A discussion ensued about whether to buy new, used, or try to repair what the Park District currently owns.

Superintendent Foster said the repair cost would be approximately \$18,000 and in the meantime, he can shop around for prices on used equipment.

President Douglass asked for a motion. There being none, this item was tabled until the July meeting.

Regular Board Meeting of June 19, 2017

Spin Bikes – Purchase/Lease – Approval / Denial

Superintendent Heiser said that spin bikes have a lifespan of eight years and the current 13 bikes are ten years old. He said staff is recommending purchasing ten bikes to replace the current fleet and four of the old bikes, that are still in working order, would be retained. He noted that the program is successful and making money.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to purchase ten Cybex IC5 Indoor Cycle bikes for \$15,650 from Midwest Commercial Fitness and authorize the Executive Director, with Attorney approval, to enter into a 36-month lease or loan.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Safe Haven School – Request – Approval / Denial

Executive Director Salski stated that this request was reviewed by the Parks and Beach Committee and their recommendation was to deny the name change request from Safe Haven School and name the park “West Park”. He noted that the School’s Executive Director was not present tonight to address the matter.

Commissioners were of the consensus to move forward and felt that no further discussion was necessary.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to deny the request by Safe Haven School, officially name the park “West Park” and keep the current field names to “West Field 1”, “West Field 2” and “West Field 3”.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Regular Board Meeting of June 19, 2017

Board Committee Appointments – Approval

President Douglass requested approval of the following appointments for the 2017-2018 Board year:

Finance, Administration & Future Planning Committee: Brock Gordon, Chair; Bob Wallace, Board Member; Open, Citizen Committee Member

Parks & Beach Committee – Kauri McKendry, Chair; Susan Ehrhard, Board Member, George Russell, Committee Member

Facilities & Programs Committee – Chris Mosbarger, Chair; France Pitera, Board Member; Niki Walsh, Committee Member

Tri-Board/Intergovernmental Committee – Rob Douglass, Chair; Brock Gordon, Board Member; Chris Mosbarger, Alternate Board Member

Friends of the Lake Bluff Park District Foundation – Rob Douglass, Chair; Open, Alternate

Commissioner Gordon moved, seconded by Commissioner Pitera, that the aforementioned appointments be accepted and ratified for the 2017-2018 year.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, K. McKendry, C. Mosbarger, F. Pitera, 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 said that the Cost of Service Consultant is asking to meet with the Board, so he will send out an email to Commissioners with possible dates for a Committee of the Whole meeting. He noted that the Village Board did approve the 4th Paddle Court and deck, and waived the permit fees.

Superintendent Heiser said he is working with Manager Moran with regard to growth strategies for Paddle.

Regular Board Meeting of June 19, 2017

Manager Bagley reported that she is still recruiting for vacancies in the Maintenance Department.

Finance, Administration & Future Planning Committee – Commissioner Wallace said there was discussion about what the final report would contain from the Cost of Services Consultant. He said it is important to determine how to organize Park District information and they have a good lead on someone who can help with this as the District moves through this year.

Parks & Beach Committee – Superintendent Lakeman reported that the Lake Bluff Yacht Club is now requiring all members to wear a life preserver when in the water and they are asking the Park District to help enforce this policy. A discussion ensued and Commissioners all felt that the Park District should not get involved since it is the Yacht Club's policy.

EXECUTIVE SESSION

Commissioner Gordon moved, seconded by Commissioner McKendry, to adjourn into Executive Session, at 8:19 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. McKendry, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

The regular meeting reconvened at 8:25 p.m. with the following persons present: S. Ehrhard, B. Gordon, K. McKendry, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass, R. Salski, and M. Jendreas.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Commissioner Mosbarger moved, seconded by Commissioner Gordon, to approve Resolution 2017-B – Release of Closed Session Minutes.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Regular Board Meeting of June 19, 2017

ADJOURNMENT

There being no further business, motion was made by Commissioner Gordon, seconded by Commissioner Wallace to adjourn the meeting at 8:26 p.m. The motion carried by unanimous voice vote.

Approved this 17th day of July 2017
Board of Commissioners
Lake Bluff Park District