

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
JUNE 17, 2013**

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 Considine.

The following Commissioners were present when the roll was called: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, and President K. Considine.

Staff members present were Ron Salski, Executive Director; Jim Lakeman, Superintendent of Recreation, Safety, and Outreach Services; Ed Heiser, Superintendent of Facility Services & Head Golf Professional; and Rob Foster, Superintendent of Golf & Parks Maintenance.

Also present were residents Janice Schnobrich, Randy Pickell, Patsy and David Ritter, Carol Russ, Ron Amen, Bill Nordeen, Phillip Ross, Tom and Karen Zarse, Al Trefts, Tom Terrill, Sophie Twichell, Joyce Foster, Karen Crotty, Deb Dintruff, Susan McMurray, Sandy R., Nancy Goatz, Larry McCotter from LBOLA; and Ron Amen from Lauterbach and Amen, LLP.

Approval of Agenda

President Considine added *Item K - OSLAD Grant – Discussion*, under IV. New Business-Action Items.

Commissioner Douglass moved, seconded by Commissioner Gronau, to approve the June 17, 2013 Agenda as amended.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Statement of Visitors - None

Oath of Office – Bob Wallace

Executive Director Salski administered the Oath of Office to Bob Wallace, who was elected for the two year term.

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Approve Minutes of May 16, 2013 Facility and Programs Committee Meeting

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to approve the Minutes of the May 16, 2013 Facility and Programs Committee Meeting.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Approve Minutes of May 20, 2013 Regular Board Meeting

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to approve the Minutes of the May 20, 2013 Regular Board Meeting.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, K. Considine

NAY: None

ABSTAIN: R. Wallace

ABSENT: None

Motion carried.

Approve Minutes of May 31, 2013 Finance, Administration & Future Planning Committee Meeting

Commissioner Wallace noted that the minutes should be amended to delete B. Gordon as being present, and add R. Wallace.

Commissioner Wallace moved, seconded by Commissioner Gronau, to approve the Minutes of the May 31, 2013 Finance, Administration and Future Planning Committee Meeting, as amended.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: Douglass, Gordon

ABSENT: None

Motion carried.

Approve Minutes of June 3, 2013 Sunrise Park & Beach Advisory Committee Meeting

Regular Board Meeting of June 17, 2013

Commissioner McKendry moved, seconded by Commissioner Gordon, to approve the Minutes of the April 15, 2013 Regular Board Meeting, as presented.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending June 1, 2013

Approve Invoice Schedule for the period ending June 17, 2013

Commissioner Douglass moved, seconded by Commissioner Wallace, to approve the items on the Consent Agenda as presented.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

FINANCE

May – Monthly Financial Report

Director Salski reported that May's beginning Pooled Cash was \$897,638.78. As of May 31, 2013, the total liabilities, equity and surplus (Pooled Cash) was \$974,264.04.

Year to Date, the District ended \$350,461.20 favorable as compared to budget. The Social Security Fund and IMRF Fund are both unfavorable. He reviewed the other funds.

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to accept the May, 2013 Financial Report.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

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ABSENT: None

Motion carried.

Purchase Cards – Ratification

Director Salski reported that May 2013 purchases were less than May 2012, and are right in line with the budget.

Commissioner Wallace moved, seconded by Commissioner McKendry, to ratify the Purchase Card payment of \$34,766.00.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

NEW BUSINESS/ACTION ITEMS

Audit Report for the Fiscal Year ending December 31, 2013 - Presentation

Director Salski advised that the Finance, Administration and Future Planning Committee reviewed the Audit and met with the Auditors on May 31st. He commented that by gaining a better understanding of the Park District finances, the staff and Board can plan for the future accordingly.

Ron Amen, from Lauterbach & Amen, LLP, reviewed the Management Letter. He noted that there are six funds over budget and there are explanations as to why. Also, some funds were collapsed into others.

Mr. Amen reviewed portions of the Audit and gave financial highlights. He said the District's net position totaled \$4,365,555 on December 31, 2012, which includes \$3,325,484 net investment in capital assets, \$378,445 subject to external restrictions, and \$661,626 unrestricted net position that may be used to meet the ongoing obligations to citizens and creditors.

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to accept the audit report submitted by the District's auditor, Lauterbach and Amen, LLP, for the fiscal year ending December 31, 2012.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Sunrise Park and Beach - Signage

Director Salski explained that sign concepts were previously reviewed by the Board and there are two aspects requiring final approval: font and cost. He introduced Phillip Ross, resident, who provided the Board with a power point presentation regarding historical perspectives on fonts for the signage. He said there was consensus among Committee members to go with the arts and crafts style because it is historical, as well as modern.

Commissioners like the arts and crafts style, as well as the transparency idea of the sign. They thanked the Committee for all their hard work.

Director Salski said this item would be brought back to the Board when cost estimates are received.

Sunrise Park and Beach Citizen Advisory Committee – Presentation

Director Salski stated that the Sunrise Park and Beach Advisory Committee developed a Final Report which includes recommendations for approving a Final Report, a Waterfront Concept, Bluff Vegetative Maintenance Manual, and other considerations.

Tom Terrill, committee member, presented highlights of the Final Report and identified the objective as: Create a citizens advocacy team with a common goal of researching, listening, reviewing and proposing improvements to Sunrise Park and Beach without taxation ramifications.

Mr. Terrill outlined the historical timeline and presented results of a survey which was sent out to all residents. Upland Design, Ltd. was then hired by the Park District to provide a concept design. They presented two alternative conceptual designs and held public meetings, and a final design was agreed upon by the Committee and Board.

Sophie Twichell, committee member, provided information on bluff maintenance and restoration findings. She said a Bluff Subcommittee was formed and they adopted the following Mission Statement: Bluffs are a unique and important geologic feature of the North Shore. Lake Bluff seeks to be an excellent steward of this special feature of the Lake Michigan shoreline which gives our community its distinctive character and its name. As such, the management of the bluff above Sunrise Beach will focus on restoring and maintaining the ecological health of the bluff. Restoration activities must be ongoing to ensure the ecological integrity of this special habitat type. Involvement of community groups and expertise (Lake Bluff Garden Club, Lake Bluff Open Lands Association, Boy Scouts, etc.) in restoration activities is highly encouraged. A consistent focus on removal of invasive species, regular prescribed burns and the encouragement of native trees and herbaceous plants is encouraged in our community.

Ms. Twichell listed the short and long term goals and reviewed the final recommendations.

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President Considine explained that this is a 20 to 30 year plan and costs need to be determined. Commissioners thanked the Committee for a great job with a tremendous amount of work. They thought putting together a modest Phase I project and starting it by the end of the year would be a positive sign for the residents.

Larry McCotter, representing Lake Bluff Open Lands Association (LBOLA) said they are in favor of the plan but would like to see reduced use of concrete and lower level of lighting at the beach. They felt that the landscape design is contradictory to the natural look that most people prefer.

Carol Russ, resident, thanked the group for their hard work. She felt that the beach should be nourished and the habitat restored. She felt some short term goals should be accomplished as soon as possible.

Sunrise Park and Beach Citizen Advisory Committee – Final Report - Acceptance

Commissioner Douglass moved, seconded by Commissioner Gronau, to accept the Final Report from the Sunrise Park and Beach Citizen Advisory Committee.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Sunrise Park and Beach Waterfront Concept - Approval

Director Salski said that on June 3rd, the Sunrise Park and Beach Citizen Advisory Committee formally approved the Waterfront Concept. The Park District is applying for a \$400,000 OSLAD Grant and the Grant requires formal approval by the Board of Commissioners.

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the Waterfront Concept designed by Upland Design and approved by the Sunrise Park and Beach Citizen Advisory Committee.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Resolution 2013-D – Sale of Land Use of Funds – Approval

Director Salski stated that the Park District received \$199,000 for selling land at 718 Mountain Avenue, Lake Bluff, Illinois. During a Board of Commissioners Retreat on January 21, 2013, the Board agreed to use the sale of land proceeds for Sunrise Park and Beach improvements only.

Director Salski read Resolution 2013-D into the record. Commissioners amended paragraph three to include the words *related to Sunrise Park and Beach* at the end.

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to approve Resolution 2013-D, as amended.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Prevailing Wage – Ordinance 2013-E - Approval

Director Salski explained 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 Ehrhard moved, seconded by Commissioner Douglass, to adopt Ordinance 2013-E 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: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Rough Banks Mower – Bid Results - Approval

Superintendent Foster advised that two sealed bids were received for the rough/banks mower. The bid from J.W. Turf, Inc. did not meet specifications.

He said staff checked references for Reinders, Inc. and they proved positive. The Toro GM 3500 Sidewinder has been on the market for over ten years and has a very good reputation.

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Director Commissioner Ehrhard moved, seconded by Commissioner Gronau, to accept the bid for the Toro GM 3500 Sidewinder with the purchase price of \$32,651.63, as specified in the Rough/Banks Mower bid and authorize the Executive Director to execute the purchase.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Ordinance 2013-F Providing for Issue of not to exceed \$3,100,000 General Obligation Limited Tax Park Bonds, Series 2013 - Approval

Executive Director Salski stated that Eric Anderson, Bond Advisor, outlined the sale of bond options at the May 31, 2013 Finance, Administration and Future Planning Committee. After reviewing these options, it was clear that the Park District will save an extensive amount of dollars by placing the bonds in the public market.

Commissioner McKendry exited the meeting at 8:45 p.m.

President Considine read Ordinance No. 2013-F, pages 1 through 13, into the record.

Commissioner Ehrhard moved, seconded by Commissioner Gronau, to approve Ordinance 2013-F providing for the issue of not to exceed \$3,100,000 General Obligation Limited Tax Park Bonds, Series 2013, of the Lake Bluff Park District, Lake County, Illinois, for the purpose of building, maintaining, improving and protecting the existing land and facilities of said Park District and for the payments of the expenses incident thereto, to provide the revenue source to pay certain outstanding obligations of said Park District, and providing for the levy of a direct annual tax to pay the principal and interest on said bonds.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Ordinance 2013-G Authorizing and Directing Execution of an Escrow Agreement in connection with Issue of General Obligation Limited Tax Park Bonds, Series 2013

Executive Director Salski informed the Commissioners that, as part of the process to sell the bonds, the Park District is required legally to establish an escrow account.

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President Considine read Ordinance 2013-G, pages 1 and 2, into the record.

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to approve Ordinance 2013-G authorizing and directing the execution of an Escrow Agreement in connection with the issue of General Obligation Limited Tax Park Bonds, Series 2013, of the Lake Bluff Park District, Lake County, Illinois.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

OSLAD Grant – Discussion

Director Salski explained that a lot more work needs to be done on the grant application, which is for a matching grant (\$400,000 OSLAD, and \$400,000 Park District). A list of items needs to be established totaling \$800,000 and OSLAD uses certain criteria for this list.

After a lengthy discussion about which items of the project should be included in the list, Commissioners were all in favor of Executive Director Salski working with the grant writers to compile a qualified list.

WRITTEN COMMUNICATIONS

Community Comments/Correspondence

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

VERBAL COMMUNICATIONS - None

EXECUTIVE SESSION

Commissioner Gronau moved, seconded by Commissioner Douglass, to adjourn into Executive Session, at 9:50 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); and discussion of appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, R. Wallace, K. Considine

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NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

The regular meeting reconvened at 10:05 p.m. with the following persons present: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, R. Wallace, K. Considine, R. Salski, and M. Jendreas.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to approve Resolution 2013-E regarding the Release of Closed Session Minutes including Minutes of Executive Sessions of April 18, 2011 and May 16, 2011.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Commissioner Ehrhard moved, seconded by Commissioner Douglass, to approve Executive Director Ron Salski's Employment Agreement, dated June 17, 2013, between the Lake Bluff Park District and Ronald Salski, including his 2013 Executive Director Goals.

On the roll call, the vote was as follows:

AYE: R. Douglass, S. Ehrhard, B. Gordon, K. Gronau, R. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

ADJOURNMENT

There being no further business, motion was made by Commissioner Ehrhard, seconded by Commissioner Douglass, to adjourn the meeting at 10:08 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

Approved this 15th day of July 2013

Board of Commissioners

Lake Bluff Park District