

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
DECEMBER 15, 2014**

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, B. Wallace, and President K. Considine.

Staff members present were Ron Salski, Executive Director; Sarah Bagley, HR 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; Marcia Jendreas, Recording Secretary; and Katie Lind.

Also present was resident Jan Schnobrich and Michelle Kelly from Upland Design.

Approval of Agenda

Commissioner McKendry moved, seconded by Commissioner Gronau, to approve the December 15, 2014 Agenda, as amended to add the following under *IX. Executive Session*:

B. Discussion of appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.

C. Discussion of the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to Section 2(c)(5) of the Open Meetings Act.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Statement of Visitors – None

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MINUTES

Approval of Minutes of November 17, 2014 Regular Board Meeting

Commissioner Gronau moved, seconded by Commissioner McKendry, to approve the Minutes of the November 17, 2014 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, B. Wallace, K. Considine

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Approval of Minutes of December 8, 2014 Special Board Meeting

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve the Minutes of the December 8, 2014 Special Board Meeting, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending December 1, 2014

Approve Invoice Schedule for the period ending December 15, 2014

Commissioner Wallace moved, seconded by Commissioner McKendry, to accept the items on the Consent Agenda as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Commissioner Wallace moved, seconded by Commissioner Gordon, to approve the Consent Agenda as presented.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

FINANCE

November 2014 and Year to Date Financials

Director Salski said November's beginning Pooled Cash was \$2,814,454. As of November 30, 2014, the total liabilities, equity, and surplus (Pooled Cash) was \$2,315,238. As of November 30, 2013, the total liabilities, equity and surplus (Pooled Cash) was \$2,243,502. Month to date was \$26,413 favorable as compared to projections. The major contributor was the Debt Service Fund \$21,655.95. The year to date is favorable by \$123,277. He briefly reviewed the other funds and said if Commissioners had any specific questions, his team members would address those.

Commissioner Gronau moved, seconded by Commissioner Douglass, to accept the November 2014 Financial report.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Purchase Cards – Ratification

Director Salski reported that November 2014 purchases were \$28,653.21 versus 2013 November purchases which were \$38,816.02.

Commissioner McKendry moved, seconded by Commissioner Gordon, to ratify the Purchase Card payment of \$28,653.21.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

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OLD BUSINESS

2015 Budget – Discussion

Director Salski said the 2015 Budget was presented and discussed on December 8, 2014. At that time staff presented a budget net operating income of \$125,000, but after further review, staff is requesting a few revisions as follows: create a Contingency Maintenance/Repair line item of \$15,000 which reduces the net operating income to \$110,000, and add a phone system in the Capital Plan of \$30,000.

Resident Schnobrich exited the meeting at 6:52 p.m.

Commissioners agreed that life safety issues should be first on the list. This would include additional lighting around the racquetball courts and netting at the golf course.

A lengthy discussion followed about whether or not to increase the CPI. Some Commissioners felt that since there is a \$125,000 surplus in the Budget, the tax levy should not be increased. Other Commissioners felt that there will always be unplanned expenses, such as the new phone system at a cost of \$30,000 and the additional lighting at a cost of \$25,000 and therefore, the tax levy should be increased.

Consensus of Commissioners was to take one-half of the CPI increase plus growth and follow up with a Strategic Plan discussion.

Director Salski brought up the fact that LBOLA has done a lot of work for the Park District at no cost. He said that in the past they were given a yearly stipend. A discussion ensued and Commissioners were in agreement to give LBOLA \$1,000 for the past year's work at the Bluffs.

NEW BUSINESS/ACTION ITEMS

Ordinance 2014-H – Tax Levy Ordinance

Director Salski explained that the 2014 Tax Levy was discussed in depth during two Regular Board Meetings and a Public Hearing.

Commissioner McKendry moved, seconded by Commissioner Douglass to approve Ordinance 2014-H, an Ordinance for the Levy and Assessment of Taxes for the 2014 Tax Levy of the Lake Bluff Park District of Lake County, Illinois, to reflect .75 CPI, plus growth, as discussed at the December 15, 2014 Regular Board Meeting.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

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Resolution 2014-I – 2015 Regular Board and Committee of the Whole Meeting Dates

President Considine asked Commissioners to review the list of Regular Board and Committee of the Whole Meeting Dates. He said there was a proposal to change the time to 6:00 p.m. After a short discussion, Commissioners were in agreement to keep the starting time at 6:30 p.m.

Commissioner Douglass moved, seconded by Commissioner Gordon, to adopt Resolution 2014-I –Regular Board and Committee Meeting Calendar.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

2015 Budget – Approval

Director Salski said that staff presented the 2015 Budget at a Special Meeting of the Board of Commissioners. The Board discussed it thoroughly and made various revisions.

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to approve the 2015 Budget with revisions based on the review at the December 8th Special Board Meeting and Regular Board Meeting, with provisions per discussions at the December 15th Regular Board Meeting.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Land/Cash Contributions – Discussion

Director Salski explained that since 2008, the Park District has not held a committee meeting to discuss land/cash contributions associated with residential or commercial development. He said land/cash contributions apply only to residential development. By law, park districts receive land/cash contributions based on a Village's ordinance. He presented highlights of the Village of Lake Bluff's Ordinance which was amended in October, 1995 to establish criteria for land dedication and fees in lieu thereof.

Director Salski stated that it is in the best interest for all Board Members to understand the history of past and potential future land/cash contributions.

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Michelle Kelly said that rules on land/cash contributions differ from municipality to municipality, and the Park District should be pro-active and create a policy which has a list of criteria.

Architectural Services

Director Salski said that a Request for Proposal (RFP) for architectural services for the Recreation Center, Aquatic Facility, and Beach House, was sent out to two firms – Studio GC and FGM Architects. Staff held interviews with both firms and felt that FGM Architects would be the best fit for the Park District. He said they have extensive Aquatic Facility and Municipal experience, and their fees are anticipated to be within or even less than budget after negotiations.

Commissioner Gronau moved, seconded by Commissioner Gordon, to enter into negotiations and agreement with FGM Architects, based on the Request for Proposal related to the Recreation Center, Aquatic Facility, and Beach House, with final review by the Attorney.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

WRITTEN COMMUNICATIONS

Community Comments/Correspondence – Written information was provided to the Board and placed on file by Director Salski.

VERBAL COMMUNICATIONS

Staff: Director Salski reported that the Illinois Association of Park Districts (IAPD) has chosen a zero percent increase in their fees this year.

Commissioners: Commissioner Ehrhard noted the Foundation's Block Party/Bike Race will be held on July 25, 2015 and the Beach Luau will be September 12, 2015.

EXECUTIVE SESSION

Commissioner Douglass moved, seconded by Commissioner McKendry, to adjourn into Executive Session, at 8:16 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); discussion of appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act; and discussion of the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to Section 2(c)(5) of the Open Meetings Act.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

The regular meeting reconvened at 9:46 p.m. with the following persons present: R. Douglass, S. Ehrhard, K. Considine, B. Gordon, K. Gronau, K. McKendry, B. Wallace, R. Salski, M. Kelly and M. Jendreas.

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

ADJOURNMENT

There being no further business, motion was made by Commissioner Gordon, seconded by Commissioner McKendry, to adjourn the meeting at 9:46 p.m. The motion carried by unanimous voice vote.