

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
AUGUST 21, 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: B. Gordon, K. McKendry, C. Mosbarger and R. Douglass.

Commissioners S. Ehrhard, F. Pitera, and B. Wallace were 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; and Rob Foster, Superintendent of Golf, Park and Facility Maintenance, Sarah Bagley, Human Resources Manager, and Marcia Jendreas, Recording Secretary.

Also present was resident Charlie Roberts.

**Approval of Agenda**

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the August 21, 2017 Agenda as submitted.

**On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

**Statement of Visitors** – None

**Approval of Minutes of July 17, 2017 Regular Board Meeting**

Commissioner Mosbarger moved, seconded by Commissioner Gordon, to approve the Minutes of the July 17, 2017 Regular Board Meeting, as presented.

**Regular Board Meeting of August 21, 2017**

**On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

**CONSENT AGENDA**

**Approve Invoice Schedule for the period ending July 25, 2017**

**Approve Invoice Schedule for the period ending August 1, 2017**

**Approve Invoice Schedule for the period ending August 15, 2017**

**Approve Invoice Schedule for the period ending August 21, 2017**

Commissioner McKendry 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:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

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

**On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

## **Regular Board Meeting of August 21, 2017**

### **FINANCE**

#### **July 2017 and Year to Date Financials**

Director Salski reported that July's beginning Pooled Cash was \$2,266,585. As of July 31, 2017, the total liabilities, equity and surplus (Pooled Cash) was \$1,694,505. Adjusting for Referendum Projects (\$40,594), net operating cash is \$1,643,911. The Golf accounts are not reported in the Park District software and they are not anticipated to be reported until December 2017. However, the total balance is \$353,001, which would increase net operating cash to \$1,996,912. As of July 31, 2016, the total liabilities, equity and surplus (Pooled Cash), adjusted for Referendum, was \$1,584,172.

The District was \$38,777 unfavorable as compared to budget for the month of July 2017. The Special Recreation Fund and the Master/Capital Fund provided the greatest impact showing \$76,398 unfavorable for the month of July due to expensing referendum projects from 2015. The Recreation Fund was \$31,601 favorable due to increased revenues in the Program Sub Fund. Year to Date, the District is \$9,619 favorable as compared to Budget.

Executive Director Salski reported that flood damage, so far, totals \$33,000 and it cannot be recouped from PDRMA.

Commissioner Mosbarger thanked the staff for their quick action on handling the flood and restoring at least part of the Golf Course for use.

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to accept the July 2017 Financial report.

#### **On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

#### **Purchase Cards – Ratification**

Director Salski reported that July 2017 purchases were \$40,763.09 versus July 2016 purchases which were \$58,057.88.

Commissioner Gordon moved, seconded by Commissioner McKendry, to ratify the Purchase Card payment of \$40,763.09.

## **Regular Board Meeting of August 21, 2017**

### **On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

### **NEW BUSINESS/ACTION ITEMS**

#### **Medical/Health Insurance – Approval**

Manager Bagley said that over the past year the Village, Library and Park District worked with an outside insurance consultant to investigate options for health insurance going forward. After investigating options and surveying staff, the consultant recommended joining North Suburban Employee Benefit Cooperative (NSEBC).

Manager Bagley stated that the Administration, Finance and Future Planning Committee met on August 4, 2017, to discuss upcoming changes with the Park District insurance offered to all full-time staff. She reviewed the discussion which took place at the Committee meeting and briefly highlighted the different plans. She said that the Committee recommends approving employee contribution levels for health, dental, vision and spousal surcharge to remain the same and to increase Health Saving Account (HSA) contributions as discussed.

Commissioner Mosbarger asked that page 2, paragraph 3, second sentence, of Manager Bagley's memo be changed to read: *Due to the uncertainty of the tax freeze, this option lends itself to have a more long-term savings approach.*

Commissioner Mosbarger moved, seconded by Commissioner Gordon, to approve employee contribution levels for health, dental, vision and spousal surcharge to remain the same and increase HSA contributions as listed in a memo dated August 17, 2017 to the Board of Commissioners from the Administration, Finance and Future Planning Committee; Executive Director Ron Salski; and Human Resources Manager Sarah Bagley.

### **On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

## **Regular Board Meeting of August 21, 2017**

### **Intergovernmental Agreement – Village of Lake Bluff – Approval**

Manager Bagley stated that the Intergovernmental Agreement with the Village of Lake Bluff, Lake Bluff Library and Lake Bluff Park District, was discussed by the Administration, Finance and Future Planning Committee at its meeting on August 4, 2017, and they recommended approval.

Commissioner McKendry moved, seconded by Commissioner Mosbarger, to approve the Intergovernmental Agreement with the Village of Lake Bluff, Lake Bluff Library and Lake Bluff Park District, to join the North Suburban Employee Benefit Cooperative (NSEBC) which will provide insurance for full time employees.

#### **On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

### **Paddle Tennis Membership Fees for 2017-18 Season – Approval**

Superintendent Heiser said that with expanded capacity because of the addition of a fourth court, staff will be targeting prospective new members in addition to retaining existing members. He said staff is proposing a modest increase from \$485 to \$495 for residents and from \$565 to \$575 for non-residents.

Commissioner Mosbarger moved, seconded by Commissioner Gordon, to accept the increase in membership fees as proposed, with no increase in league and ball fees or team drills for the 2017-18 season.

#### **On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

### **Rough Mower Bid – Reject**

Superintendent Foster said that the Facilities and Programs Committee discussed this purchase briefly and recommended rejecting all bids.

Commissioner Gordon moved, seconded by Commissioner McKendry, to reject the bids from Burris Equipment and J.W. Turf, Inc.

**Regular Board Meeting of August 21, 2017**

**On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

**Postage Meter – Pitney Bowes – Lease – Approval**

Superintendent Lakeman advised that the current postage machine lease is scheduled to end in December, 2017. Staff is recommending renewing for 36 months at a cost of \$77 per month.

Commissioner Gordon moved, seconded by Commissioner McKendry, to authorize the Executive Director to enter into an agreement to lease a postage machine for 36 months with a cost not to exceed \$77 per month over the term of the lease agreement.

**On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

**Appointment of Board Committee Member – Charlie Roberts – Approval**

Executive Director Salski stated that Commissioners Gordon and Wallace interviewed Charlie Roberts and highly recommend him for appointment to the Finance, Administration and Future Planning Committee. The position is for two years with approval on a yearly basis.

Mr. Roberts introduced himself and presented information on his background and his interests in the Park District.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, that the appointment of Charlie Roberts to the Finance, Administration and Future Planning Committee be accepted and ratified for the 2017-2018 year.

**On the roll call, the vote was as follows:**

**AYE:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

## **Regular Board Meeting of August 21, 2017**

### **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 he would send out an email to all Commissioners to determine if they are available for a Committee of the Whole Meeting on September 11, 2017, to discuss the Community Wide Survey.

Superintendent Heiser said that the poured-in-place repairs at Artesian Park were finished. He thanked Commissioner McKendry for recommending the Lake Forest High School tennis team, who will be using all five courts at Artesian Park for practice.

Manager Bagley reported that she is still recruiting for positions in the Parks Department.

Superintendent Foster said that parts of the Golf Course were seeded two weeks ago and it is filling in nicely.

Superintendent Lakeman reported that summer camps were very successful and a variety of different camps were offered.

Executive Director Salski said that the Parks & Beach Committee will meet the last week in August to discuss parks budget, trees, etc.; the Finance, Administration and Future Planning Committee will meet in September about the Fitness Center; and the Cost of Services Analysis will be discussed the day of the Regular Board Meeting on September 18, 2017.

### **EXECUTIVE SESSION**

Commissioner Gordon moved, seconded by Commissioner McKendry, to adjourn into Executive Session, at 7:14 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:** B. Gordon, K. McKendry, C. Mosbarger, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, F. Pitera, B. Wallace

**Motion carried.**

The regular meeting reconvened at 7:15 p.m. with the following persons present: B. Gordon, K. McKendry, C. Mosbarger, R. Douglass, R. Salski, and M. Jendreas.

**Regular Board Meeting of August 21, 2017**

**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 7:15 p.m. The motion carried by unanimous voice vote.

Approved this 18th day of September 2017  
Board of Commissioners  
Lake Bluff Park District