

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
DECEMBER 18, 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, B. Wallace and R. Douglass.

Commissioners K. McKendry, C. Mosbarger, and F. Pitera were absent.

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, Sarah Bagley, Human Resources Manager, and Marcia Jendreas, Recording Secretary.

Also present was George Russell, Committee Member.

Approval of Agenda

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve the December 18, 2017 Agenda as submitted.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

Statement of Visitors - None

Approval of Minutes of November 13, 2017 Regular Board Meeting & November 13, 2017 Special Board Meeting

Commissioner Wallace moved, seconded by Commissioner Gordon, to approve the Minutes of the November 13, 2017 Regular Board Meeting and November 13, 2017 Special Board Meeting, as presented.

Regular Board Meeting of December 18, 2017

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

Approval of Minutes of December 11, 2017 Public Hearing & December 11, 2017 Special Board Meeting

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve the Minutes of the December 11, 2017 Public Hearing and December 11, 2017 Special Board Meeting, as presented.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending November 14, 2017

Approve Invoice Schedule for the period ending December 4, 2017

Approve Invoice Schedule for the period ending December 18, 2017

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

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

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

Regular Board Meeting of December 18, 2017

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

FINANCE

November 2017 and Year to Date Financials

Director Salski reported that November's beginning Pooled Cash was \$2,126,699. As of November 30, 2017, the total liabilities, equity and surplus (Pooled Cash) was \$1,802,033. Adjusting for Referendum Projects (\$40,594), net operating cash is \$1,761,439. 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 \$547,983, which would increase net operating cash to \$2,309,422. As of November 30, 2016, the total liabilities, equity and surplus (Pooled Cash), adjusting for Referendum and Golf, the balance was \$2,132,368.

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

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

Purchase Cards – Ratification

Director Salski reported that November 2017 purchases were \$24,642.31 versus November 2016 purchases which were \$50,450.38.

Commissioner Wallace moved, seconded by Commissioner Gordon, to ratify the Purchase Card payment of \$24,642.31.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

Regular Board Meeting of December 18, 2017

OLD BUSINESS

Ordinance 2017-J – An Ordinance for the Levy and Assessment of Taxes for the Year 2017 Tax Levy of the Lake Bluff Park District of Lake County, Illinois - Approval

Executive Director Salski said that the 2017 Tax Levy was discussed during a Regular Board Meeting, Public Hearing and Special Board Meeting.

Commissioner Wallace stated that without this Tax Levy increase, the 2018 Budget would be negative and some staff adjustments would have to be made. He noted that the Finance Committee made the recommendation to take the full Consumer Price Index (CPI) increase of 2.10%, which would amount to approximately \$50,000.

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve Ordinance 2017-J, an Ordinance for the Levy and Assessment of Taxes for the 2017 Tax Levy of the Lake Bluff Park District of Lake County, Illinois, in the amount of \$3,081,238, which includes the CPI of 2.10%.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

2018 Budget – Approval

Executive Director Salski reported that staff presented the 2018 Budget at a Special Board Meeting on December 11, 2017. The Budget was based on Board Committee recommendations, and the Board agreed to revise the budget to reflect the Proposed Fitness Strategy. He said that after inputting the Proposed Fitness Strategy, the 2018 Budget net surplus is \$22,911.00.

Commissioner Ehrhard asked if the Budget can be amended in the future, if there are changes. Executive Director Salski said that yes, after Board discussions regarding the Capital Plan, the Budget can be adjusted accordingly.

Commissioner Wallace moved, seconded by Commissioner Gordon, to approve the 2018 Budget based on the discussion.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

Regular Board Meeting of December 18, 2017

Cost of Services – Final Report – Acceptance

Executive Director Salski stated that the Board had three meetings with Jamie Sabbach of 110% and finalized key philosophical approaches and models. He said staff recommends accepting the report and authorizing the Executive Director and Park District staff to begin developing and outlining tactics and procedures to meet the recommendations and/or consultant opinions by developing strategies to divest, invest, collaborate and/or partner, including seeking contractual/partnership arrangements/agreements.

Commissioner Gordon moved, seconded by Commissioner Wallace, to accept the final report, make available to the public and authorize the Executive Director and Park District staff to begin pursuing strategies to divest, invest, collaborate and/or partner, which includes contractual arrangements/agreements.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

NEW BUSINESS/ACTION ITEMS

Resolution 2017-C – 2018 Regular Board and Committee of the Whole Meeting Dates – Approval

Executive Director Salski explained that per Park District Code, the Board is required to approve a Resolution stating the Regular Board and Committee of the Whole Meeting dates for 2018. These dates were reviewed at the last Board Meeting.

Commissioner Wallace moved, seconded by Commissioner Gordon, to approve Resolution 2017-C – 2018 Regular Board and Committee of the Whole meeting dates for 2018.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

Ordinance 2017-K – Supplemental Appropriation Ordinance – Approval

Executive Director Salski explained that a Supplemental Appropriation Ordinance allows for any unforeseen expenses that might occur as a result of repairs, added programs, capital improvements, etc. He reviewed the projects which were not included in the original budget.

Regular Board Meeting of December 18, 2017

Commissioner Wallace moved, seconded by Commissioner Gordon, to accept the Supplemental Appropriation Ordinance 2017-K, disclosing all necessary expenditures and liabilities in all of the District's funds for the calendar year beginning January 1, 2017 and ending December 31, 2017.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

Ordinance 2017-L – Personnel Policy Manual – Section 2.3 – Anti-Harassment Policy Amendment – Approval

Manager Bagley advised that a new law was put into effect by Illinois on November 16, 2017, which expands traditional protections against sexual harassment in employment by extending the scope of the law's prohibitions, by increasing penalties imposed on sexual harassers and by providing new avenues of recourse for victims of sexual harassment. She said all units of local government entities are required to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment within 60 days of the new law, or by January 16, 2018.

Commissioner Wallace moved, seconded by Commissioner Gordon, to approve Ordinance 2017-L and to amend the Personnel Manual Section 2.3 Anti-Harassment Policy.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

Recreation Center – Jazzercise Rental Fees – Approval

Superintendent Heiser advised that Jazzercise is projected to account for \$7,000 in rental income for the Park District and a percentage of Jazzercise participants reside within district boundaries. They have consistently provided the Park District with revenues during off-peak times.

Superintendent Heiser reviewed the fee increases and said that staff is recommending these fees be approved with the goal of achieving full cost recovery from this agreement by 2020.

Commissioner Wallace moved, seconded by Commissioner Gordon, to approve Jazzercise as a rental with the following fee structure: Rental rate of \$30 per hour with a schedule of ten rentals per week. If fewer rentals are requested per week, the fee would increase as follows: 5 to 9 rentals per week would be \$35 per hour, and 2 to 4 rentals per week would be \$40 per hour. There will be a \$250 annual equipment rental fee during the terms of the agreement which will begin January 1, 2018 and expire December 31, 2018. The fee increase will begin February 5, 2018.

Regular Board Meeting of December 18, 2017

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

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 reported that the District again received the Government Finance Officers Association (GFOA) Best Practices Award for 2017. He stated that NSSRA and the Northbrook Park District are forming a partnership and all involved agencies are contributing to their capital fund.

Manager Bagley advised that a new Recreation Services Manager will start next week.

Superintendent Foster reported on the ice rink situation and said they now have timers on the doors and lights because there will be no monitors this season.

Superintendent Lakeman gave an update on the PDRMA Accreditation and said that the District's score had improved after the last review.

Superintendent Heiser stated that staff is excited about the new Fitness Strategy Plan and the Annual Fitness Open House is scheduled for January 13, 2018.

Parks and Beach Committee – Committee Member Russell gave an update on the Knollwood Park System projects.

Friends of Lake Bluff Parks – Executive Director Salski reported that Jennifer Beeler will be stepping down from the President's position and a replacement will be needed.

President's Report – President Douglass and the Commissioners congratulated Commissioner Ehrhard on her 10 Year Service Award from the Illinois Association of Park Districts.

EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to adjourn into Executive Session, at 7:25p.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).

Regular Board Meeting of December 18, 2017

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

The regular meeting reconvened at 7:29 p.m. with the following persons present: S. Ehrhard, B. Gordon, R. Douglass, B. Wallace, R. Salski and M. Jendreas.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION

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

On the roll call, the vote was as follows:

AYE: S. Ehrhard, B. Gordon, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry, C. Mosbarger, F. Pitera

Motion carried.

ADJOURNMENT

There being no further business, motion was made by Commissioner Gordon, seconded by Commissioner Wallace to adjourn the meeting at 7:30 p.m. The motion carried by unanimous voice vote.

Approved this 22nd day of January 2018
Board of Commissioners
Lake Bluff Park District