

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
FEBRUARY 27, 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. Gronau, K. McKendry, C. Mosbarger, B. Wallace and President Douglass.

Staff members present were Ron Salski, Executive Director; Jim Lakeman, Superintendent of Recreation, Safety and Outreach 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, Community Representative for the Parks & Beach Committee; Dominic Flood, Bill Colgan and Bill Rehanek from Billy Casper Golf.

**Approval of Agenda**

Commissioner Wallace moved, seconded by Commissioner McKendry, to approve the February 27, 2017 Agenda, as submitted.

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**Statement of Visitors - None**

**MINUTES**

**Approve Minutes of January 16, 2017 Regular Board Meeting**

Commissioner Gordon moved, seconded by Commissioner Gronau, to approve the January 16, 2017 Minutes, as presented.

**Regular Board Meeting of February 27, 2017**

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**Approve Minutes of February 8, 2017 Special Board Meeting**

Commissioner Wallace moved, seconded by Commissioner Mosbarger, to approve the February 8, 2017 Minutes, as presented.

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**CONSENT AGENDA**

**Approve Invoice Schedule for the period ending February 2, 2017**

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

**Approve Invoice Schedule for the period ending February 27, 2017**

Commissioner Gronau 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, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

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

## **Regular Board Meeting of February 27, 2017**

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

## **FINANCE**

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

Executive Director Salski reported that January's beginning Pooled Cash was \$1,541,589. As of January 31, 2017, the total liabilities, equity and surplus (Pooled Cash) was \$1,959,518. Adjusting for Referendum Projects (\$188,957), net operating cash is \$1,770,561. The Golf accounts are not reported in the Park District software and they don't anticipate to be reported until December, 2017. However, the total balance is \$65,766, which would increase net operating cash to \$1,836,327. As of January 31, 2016, the total liabilities, equity and surplus (Pooled Cash), adjusted for Referendum was \$1,395,614. It should be noted that the OSLAD Grant in the amount of \$200,000 was deposited in January 2017.

The District was \$239,000 better than budgeted for the month of January 2017. The Master/Capital Fund provided the greatest impact due to receiving the OSLAD Grant money (\$200,000) from the State of Illinois. The General Fund and the Recreation Fund both contributed \$19,000 to the overage in January.

Commissioner Mosbarger moved, seconded by Commissioner Gordon, to accept the January 2017 Financial Report.

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

### **Purchase Cards – Ratification**

Director Salski reported that January 2017 purchases were \$45,245.22 versus January 2016 purchases which were \$30,224.25.

Commissioner Gronau moved, seconded by Commissioner Gordon, to ratify the Purchase Card payment of \$45,245.22.

## **Regular Board Meeting of February 27, 2017**

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

### **2016 Year-End Financials – Discussion**

Executive Director Salski reported that the 2016 year-end financials are not complete because the Golf Course Sub-Fund is one month behind. Staff has been involved with numerous conversations with Billy Casper Golf and the auditors, because the Park District Tyler Software and Billy Casper Golf year-end financials are not matching. The auditor and staff have outlined future plans and procedures with Board agreement. Executive Director Salski said that it is in the best interest not to report any more financial estimates until final numbers are confirmed.

### **OLD BUSINESS**

#### **Billy Casper Golf – Presentation**

Bill Colgan, Regional Manager of Billy Casper Golf, gave a PowerPoint Presentation showing some 2016 statistics including golf rounds, cart rounds, number of outings, resident rounds, membership and a 2017 Marketing Plan.

Mr. Colgan said that 26,715 rounds of golf were played in 2016. The season pass sales have declined, but rounds of golf have gone up. Mr. Colgan highlighted the golfer behavior profile, growth in daily rounds and cart fees, and improved efficiency. He said the Loyalty Program has been successful with senior golfers.

Mr. Colgan advised that communication is being done through the website, Facebook, Text Club, emails and they just launched the Lake Bluff Mobile App. He displayed the 2017 Organization Chart and said they have revised the menu for food and beverage and will increase beverage cart service. They will also continue the interior improvements in the Golf Clubhouse.

Commissioner Mosbarger asked about the “one and done” golfers and how they are being persuaded to come back. Mr. Rehanek said they send out emails to all golfers for their comments and feedback. They received a lot of feedback in 2016. He said the senior specials saw the return of a lot of senior golfers. He commented that they can geo-target, based on zip code, to reach out to other communities.

Commissioner Wallace asked what surprised them when they took over the Golf Course and Mr. Rehanek said that the transition was a lot more work than Dominic Flood expected.

Executive Director Salski commented that Billy Casper Golf representatives were requested not to present any financials due to the Park District’s dispute regarding year-end financials. He said he would email a copy of the PowerPoint Presentation to all Commissioners.

## **Regular Board Meeting of February 27, 2017**

Representatives from Billy Casper Golf exited the meeting at 7:02 p.m.

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

#### **Ordinance 2017-E – Personnel Policy Manual – Section 5.7- Travel Policy – Amendment – Approval**

Manager Bagley said that the Park District Attorney is requiring a minor change to the Travel Policy for staff and Board Members. The change is that it needs to be separated into two policies – one for employees in the Personnel Manual and one for Board Members in the Board Policy Manual. The intent and content are not changed in these policies. The change will be done by two separate ordinances.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to amend the Personnel Manual, Section 5.7 Travel Policy, which is covered in Ordinance 2017-E, effective February 27, 2017.

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

#### **Ordinance 2017-F – Board Policy Manual – Section 8.4 – Allowable Expenses – Amendment – Approval**

Commissioner Ehrhard moved, seconded by Commissioner McKendry, to amend the Board Policy Manual, Section 8.4 Allowable Expenses Travel Policy, which is covered in Ordinance 2017-F, effective February 27, 2017.

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

#### **Ordinance 2017-C – Declaration of Surplus Personal Property and Authorization for Sale, Trade-In or Disposal – Approval**

Executive Director Salski explained that according to State Statute, the Lake Bluff Park District should dispose of property it deems of no use to the Agency. If the property cannot be auctioned, the District will dispose of it in the most economical method possible.

**Regular Board Meeting of February 27, 2017**

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to approve Ordinance 2017-C – Declaration of Surplus Personal Property and Authorization for Sale or Disposal.

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**Personnel Policy Manual – Section 4.2 Vacation – Regular Part-Time Employees – Approval**

Manager Bagley explained that as the Strategic Plan indicates, it is the Board's intention to attract and retain quality staff members, therefore, staff has been evaluating all benefits offered throughout the Park District. Last year staff increased the overall Park District sponsored benefits such as fitness memberships and discounting on recreation programming.

Manager Bagley said that additionally, it was recommended to examine the paid time off benefits of part time employees. The thought is to give part time employees a proportionate amount of vacation time that full time employees receive (excludes sick and floating holiday time). If an employee works 75% of the hours of a full time employee, he or she will receive 75% of the accrual of a full time employee. The benefit would include all employees who work an average 20 hours a week or more.

Commissioner Mosbarger commented that it was hard for him to determine if this is really needed without looking at the whole picture. Manager Bagley said that the District is already at a disadvantage because they do not offer health insurance.

Manager Bagley noted that the total cost is estimated to be approximately \$4,000 per year spread over the entire Park District. Staff has discussed absorbing these costs within programming revenue and existing vacancy savings.

Commissioner Mosbarger moved, seconded by Commissioner Gordon, to approve the Year-Round Staff Paid Time Off Policy.

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

## **Regular Board Meeting of February 27, 2017**

### **Lake Forest Bank and Trust – Positive Pay Services (Check and ACH) – Approval**

Executive Director Salski explained that Lake Forest Bank contacted him and expressed concern that the Park District is not protected if any fraud occurs. He said the Park District has two options to sign up for a fraud service. One is to pay the estimated annual payment \$2,221 for the service, or to reduce the money market account to \$250,000 and move the funds into the operating account. The Park District would earn credits estimated at \$180 which would offset the fee for the Positive Pay Service.

Commissioner Mosbarger said that this was a good service to have, especially with the volume of checks that the Park District has going through the bank.

Commissioner Gordon moved, seconded by Commissioner Wallace, to authorize the Executive Director to sign the Treasury Management Addendum for the Lake Forest Bank and Trust – Positive Pay Services (Check and ACH).

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

**AYE:** S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, 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 he had one open seat for the Legislative Breakfast and if any Commissioners were interested in attending they should let him know. He advised that there would be no Committee of the Whole meeting on March 6th.

Manager Bagley said that staff is recruiting for summer and part-time positions.

Superintendent Lakeman advised that the Daddy/Daughter Dance was a very successful event with 200 people in attendance. He said the next event is the Egg Hunt, along with the Foundation's 5K Run and they are expecting 200-300 people at both events. Commissioner Ehrhard said help is needed for the 5K Run, along with sponsorships.

Superintendent Lakeman said that staff sent out letters today notifying all residents who have beach passes or dogs about the changes in fees, including shelter fees.

## **Regular Board Meeting of February 27, 2017**

Superintendent Foster said that the short wood fence between the pool and the concession would be removed and replaced with a black iron fence. Also, the irrigation system computer is having issues. Staff will try to repair it, but it is ten years old and might have to be replaced. The cost is \$15,000 from Rainbird.

**Finance, Administration and Future Planning Committee** – Commissioner Wallace commented that Billy Casper Golf presented a good summary report.

### **EXECUTIVE SESSION**

Commissioner Ehrhard moved, seconded by Commissioner Mosbarger, to adjourn into Executive Session, at 7:40 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. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

The regular meeting reconvened at 7:45 p.m. with the following persons present: S. Ehrhard, B. Gordon, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass, R. Salski, J. Lakeman, S. Bagley, R. Foster and M. Jendreas.

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

### **ADJOURNMENT**

There being no further business, motion was made by Commissioner Wallace, seconded by Commissioner Gronau, to adjourn the meeting at 7:46 p.m. The motion carried by unanimous voice vote.

Approved this 20<sup>th</sup> day of March, 2017

Board of Commissioners

Lake Bluff Park District