

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
MAY 15, 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, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace and R. Douglass.

Commissioner B. Gordon was 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; Rob Foster, Superintendent of Golf, Park and Facility Maintenance, Sarah Bagley, Human Resources Manager, and Marcia Jendreas, Recording Secretary.

Also present were George Russell, Community Representative for the Parks & Beach Committee; and France Pitera, Commissioner-Elect.

Approval of Agenda

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the May 15, 2017 Agenda as submitted.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

Statement of Visitors – None

Approval of Minutes of April 17, 2017 Regular Board Meeting

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

Regular Board Meeting of May 15, 2017

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending May 1, 2017

Approve Invoice Schedule for the period ending May 2, 2017

Approve Invoice Schedule for the period ending May 15, 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, K. Gronau, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

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

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

UNFINISHED OR CONTINUING BUSINESS

Resolution 2017-A – Kurt Gronau – Approval

President Douglass said that Commissioner Kurt Gronau has spent significant time and hours to improve the Park District. For over 20 years, he has provided advice and compassion to the staff and Board Members and he has a deep passion for the Lake Bluff community.

President Douglass read Resolution 2017-A into the record.

Regular Board Meeting of May 15, 2017

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve Resolution 2017-A – Kurt Gronau.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

Business of the 2016-2017 Board

President Douglass stated that as President of the Lake Bluff Park District Board of Park Commissioners, he hereby declared the 2016-2017 Board is now complete.

Kurt Gronau exited the meeting at 6:40 p.m.

FINANCE

April 2017 and Year to Date Financials

Director Salski reported that April's beginning Pooled Cash was \$1,315,094. As of April 30, 2017, the total liabilities, equity and surplus (Pooled Cash) was \$1,271,411. Adjusting for Referendum Projects (\$105,094), net operating cash is \$1,210,000. 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 \$89,350, which would increase net operating cash to \$1,299,350. As of April 30, 2016, the total liabilities, equity and surplus (Pooled Cash), adjusted for Referendum, was \$1,107,364.

The District was \$42,727 better than budget for the month of April 2017. The Recreation Fund provided the greatest impact showing \$29,531 favorable for the month of April. The General Fund was \$7,625 favorable. Year to Date, the District is \$55,725 favorable as compared to Budget.

Commissioner Mosbarger complimented Executive Director Salski on adding the notes to the Financial Report.

Superintendent Lakeman provided a comparison on pool passes and camp participants from 2016 and 2017. Pool pass revenue is consistent to budget and 2016 year to date. Camp participation is similar to 2016.

Commissioner Mosbarger moved, seconded by Commissioner Wallace, to accept the April 2017 Financial report.

Regular Board Meeting of May 15, 2017

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

Purchase Cards – Ratification

Director Salski reported that April 2017 purchases were \$41,502.73 versus April 2016 purchases which were \$47,316.74. The purchase cards are down from April 2016 because there are no pool/tot pool costs this year.

Commissioner Wallace moved, seconded by Commissioner Mosbarger, to ratify the Purchase Card payment of \$41,502.73.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

NEW BUSINESS/ACTION ITEMS

Certification of Candidates

Executive Director Salski stated that the Park District has received the Consolidated Election Canvas Report and Certification of Candidates.

Oath of Office

Commissioners Douglass, McKendry and Mosbarger; and Commissioner-Elect Pitera, read the Oath of Office into the record and submitted signed copies to Executive Director Salski.

Call To Order of the 2017-2018 Board

Director Salski stated that as Secretary to the Board, he declared the first meeting of the 2017-2018 Board now called to order.

Regular Board Meeting of May 15, 2017

Attendance Roll Call

AYE: S. Ehrhard, F. Pitera, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Election of President

Director Salski said that officially, the Park District Code requires the President and Vice President to be elected annually; however, the Board Policy states the Board would allow the President and Vice President to remain for two years. He asked for a motion.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, that Rob Douglass be cast for the President of the Board from 2017-2018, and that nominations be closed.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, F. Pitera, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

Executive Director Salski stated that Commissioner Douglass has been duly elected to serve as President of the Board of Park Commissioners.

Election of Vice President

President Douglass requested a motion for Vice President.

Commissioner McKendry moved, seconded by Commissioner Mosbarger, to cast Brock Gordon for the Vice President of the Board from 2017-2018, and that nominations be closed.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, F. Pitera, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

President Douglass stated that Commissioner Gordon has been duly elected to serve as Vice President of the Board of Park Commissioners.

Regular Board Meeting of May 15, 2017

Appointment of Legal Counsel, Ethics Officer, Treasurer, Board Secretary, NSSRA and ADA Representative – Approval

President Douglass offered appointments for the following advisory positions for the 2017-2018 Board Year:

Legal Counsel – Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer

Treasurer – Bob Wallace

Alternate Treasurer – Vice President

Secretary to the Board – Executive Director

Alternate Secretary to the Board – Superintendent of Facility Services

NSSRA & ADA Representative – Executive Director

Alternate NSSRA & ADA Representative – Superintendent of Community Recreation, Safety and Outreach Services

Commissioner Mosbarger moved, seconded by Commissioner McKendry, that the aforementioned appointments be accepted and ratified for the 2017-2018 year.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, F. Pitera, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

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

Executive Director Salski stated that pursuant to State Statute, the Park District disposes of property it deems to be of no use to the Agency, in the most economical method possible.

Commissioner Ehrhard moved, seconded by Commissioner Wallace to approve Ordinance 2017-G – Declaration of Surplus Personal Property and Authorization for Sale, Trade-In or Disposal.

On the roll call, the vote was as follows:

AYE: S. Ehrhard, F. Pitera, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

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 commented that the Cost of Services Project is going very well and by June 20th, staff will begin including the Finance, Administration and Future Planning Committee on various topics. He noted that a ribbon cutting ceremony for Artesian Park is tentatively scheduled for the second week in June.

Executive Director Salski said that the Beach Cleaner has broken down and needs to be repaired. He said he called the City of Lake Forest to inquire about renting their unit and he will also check the prices of contracting out for the services.

Manager Bagley noted that the Park District mechanic has resigned, so they are currently recruiting.

Superintendent Lakeman reported that training will start this weekend for pool and beach part-time employees. It is now a requirement that lifeguards have an extra ten hours of training. He advised that the pool and beach will open on Memorial Day weekend.

Superintendent Foster said that staff attended the John Deere Turf Auction and sold \$4,000 worth of equipment. They also purchased a snowplow that mounts on the bobcat.

Superintendent Heiser noted that the playground at Artesian Park will open by Memorial Day, and sod work should be completed at Blair Park this Wednesday. He said that golf will be a challenge this year with memberships already down by \$20,000 compared to one year ago.

Commissioner Pitera asked about golf course marketing and said that as a resident, she has received no golf course information. A discussion ensued among Commissioners and it was felt that anyone who is listed as using Park District facilities or programs, should also be on a Golf Course marketing list.

Finance, Administration & Future Planning Committee – Commissioner Wallace said that he met with the auditors and they will provide a “clean” report. The full report will be presented at the June 19th Board Meeting.

EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to adjourn into Executive Session, at 7:20 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, F. Pitera, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: B. Gordon

Motion carried.

The regular meeting reconvened at 7:23 p.m. with the following persons present: S. Ehrhard, F. Pitera, K. McKendry, C. Mosbarger, B. Wallace, R. Douglass, R. Salski and M. Jendreas.

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

ADJOURNMENT

There being no further business, motion was made by Commissioner Mosbarger, seconded by Commissioner McKendry to adjourn the meeting at 7:23 p.m. The motion carried by unanimous voice vote.

Approved this 19th day of June 2017
Board of Commissioners
Lake Bluff Park District