

**LAKE BLUFF PARK DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES OF REGULAR BOARD MEETING  
NOVEMBER 13, 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, C. Mosbarger, F. Pitera, B. Wallace and R. Douglass.

Commissioners S. Ehrhard and K. McKendry 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.

**Approval of Agenda**

Commissioner Gordon moved, seconded by Commissioner Wallace, to approve the November 13, 2017 Agenda as submitted.

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

**AYE:** B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, K. McKendry

**Motion carried.**

**Statement of Visitors** – None

**Approval of Minutes of October 16, 2017 Regular Board Meeting**

Commissioner Mosbarger moved, seconded by Commissioner Wallace, to approve the Minutes of the October 16, 2017 Regular Board Meeting, as presented.

**Regular Board Meeting of November 13, 2017**

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

**AYE:** B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, K. McKendry

**Motion carried.**

**CONSENT AGENDA**

**Approve Invoice Schedule for the period ending October 17, 2017**

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

**Approve Invoice Schedule for the period ending November 13, 2017**

Commissioner Mosbarger moved, seconded by Commissioner Pitera, to accept the items on the Consent Agenda as presented.

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

**AYE:** B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, K. McKendry

**Motion carried.**

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

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

**AYE:** B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard, K. McKendry

**Motion carried.**

**FINANCE**

**October 2017 and Year to Date Financials**

Commissioner McKendry now present at 7:34 p.m.

## **Regular Board Meeting of November 13, 2017**

Director Salski reported that the District was \$46,358 favorable as compared to budget for the month of October 2017. The Master Capital Fund provided the greatest impact showing \$95,737 favorable due to a Foundation donation of \$79,444 for Paddle Court Construction. The Recreation Fund was \$31,383 unfavorable for the month of October and the General Fund was \$19,831 unfavorable. Year to date, the District is \$260,985 unfavorable as compared to Budget. The Master/Capital Fund is \$129,061 unfavorable and the Recreation Fund is \$117,499 unfavorable. The Golf Sub Fund is \$129,353 unfavorable and the Fitness Sub Fund is \$25,733 unfavorable.

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

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard

**Motion carried.**

### **Purchase Cards – Ratification**

Director Salski reported that October 2017 purchases were \$36,942.42 versus October 2016 purchases which were \$43,195.02.

Commissioner Wallace moved, seconded by Commissioner Mosbarger, to ratify the Purchase Card payment of \$36,942.42.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard

**Motion carried.**

## **OLD BUSINESS**

### **Estimating the Amount of the Annual Aggregate 2017 Property Tax Levy – Discussion**

Executive Director Salski said that at the October Regular Board Meeting, the Board agreed to budget for the C.P.I. increase in the 2018 Budget and requested staff to provide a historical perspective of Board approvals. He said that since 2009 the Board voted not to take the levy two times and took one-half of the levy in 2014.

Executive Director Salski said a Public Hearing to approve the tax levy will be held on December 4th, at 6:30 p.m., at the Lake Bluff Park District Recreation Center.

**NEW BUSINESS/ACTION ITEMS**

**Communications Strategy – Public Communications, Inc. – Approval**

Executive Director Salski explained that the Park District has been embarking on multiple planning efforts such as the Communitywide Survey, 15-Year Capital Plan, Cost of Services, Golf Course Future Direction and Health & Fitness Center Strategy. These are significant planning projects requiring concise and effective communication to the community and staff. He said staff interviewed two companies and after much review, they believe Public Communications, Inc. will provide the Park District with a consistent, quality performance and strategy similar to what they did in 2014. They have extensive knowledge on the District's issues, opportunities and future direction, allowing for the expenses to be more manageable. He said the Finance, Administration & Future Planning Committee has recommended retaining Public Communications, Inc. to assist with the delivery of proactive communications, at a cost not to exceed \$35,000.

Commissioner Mosbarger questioned how this amount fit with the \$80,000 cap the Board put on the use of consultants for next year. Executive Director Salski said that there are no other consultant fees in the 2018 Budget at this time. He said the expense could come out of Capital Reserves.

Commissioner Wallace said he would like to see this consultant approved because he feels there is a real need for an expert to handle the communications.

Commissioner Mosbarger moved, seconded by Commissioner Wallace, to approve Executive Director Salski entering into an agreement with Public Communications, Inc., not to exceed \$35,000, with periodic reporting to the Finance, Administration, & Future Planning Committee.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard

**Motion carried.**

**Engagement Letter – Auditor – Lauterbach and Amen, LLP – Approval**

Executive Director Salski said that Lauterbach and Amen, LLP has been the Park District's Auditor since 2011. They have provided a quality product, especially with various revisions to the financial software, cash vs. accrual challenges and golf club sub-fund reports. In addition, they have been instrumental with the Park District achieving the Certificate of Achievement for Excellence in Financial Reporting.

Executive Director Salski said he and the Finance, Administration & Future Planning Committee recommend retaining Lauterbach and Amen, LLP for the 2017 through 2019 audits and issue a request for proposal after the 2019 audit.

## **Regular Board Meeting of November 13, 2017**

Commissioner Gordon moved, seconded by Commissioner McKendry, to approve the engagement letter dated September 13, 2017, retaining Lauterbach and Amen for 2017-2019.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard

**Motion carried.**

### **Banking Services Proposal – Lake Forest Bank and Trust – Approval**

Prior to the consideration of this matter, Commissioner Mosbarger disclosed his relationship with MB Financial and recused himself from the discussion and vote and stepped away from the dais and sat in the audience. Commissioner Mosbarger took no part in the discussion and did not vote on the matter.

Executive Director Salski said that the Strategic Plan encourages the Park District to improve its processes to meet financial and service goals. He advised that he issued banking services proposals to five local banks and received two proposals back from Lake Forest Bank and Trust, and MB Financial Bank. Both proposals were very detailed and staff was impressed with both of them. They also felt that MB Financial had a slight edge on fees and technology. However, because the service at both institutions were very similar, he said the key question is whether there is a compelling reason for the Park District to move banking services at this time. In addition, Lake Forest Bank and Trust has been a great partner with Bluffinina, leasing equipment and significantly reducing a bond pre-payment penalty.

Executive Director Salski said he and the Finance, Administration & Future Planning Committee recommend retaining Lake Forest Bank and Trust on a three-year agreement, with no extension.

Commissioner Gordon moved, seconded by Commissioner McKendry, to approve a three-year agreement with Lake Forest Bank and Trust with no renewal and authorize President Douglass and/or Executive Director Salski to execute the agreement with Attorney approval.

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

**AYE:** B. Gordon, K. McKendry, F. Pitera, B. Wallace, R. Douglass

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard

**Motion carried.**

## **Regular Board Meeting of November 13, 2017**

### **Sunrise Park & Beach – Dog Tag Fees - Approval**

Superintendent Lakeman said staff met with the Parks & Beach Committee to evaluate dog tag fees. Some direct costs include dog tags, dog bags and beach personnel attendant/manager. The Committee recommended that the Board approve an increase from \$7.50 to \$10.00 for a resident dog tag permit.

Commissioner Mosbarger moved, seconded by Commissioner Wallace, to approve the increase of 2018 dog tag fees from \$7.50 to \$10.00 per tag.

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

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

**NAY:** None

**ABSTAIN:** None

**ABSENT:** S. Ehrhard

**Motion carried.**

### **2018 Regular Board and Committee of the Whole Meeting Dates – Discussion**

Executive Director Salski said 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. He said staff revised January, February, and September as the meeting dates fell on a holiday; and November was revised due to holiday travel. Once approved by the Board in December, staff will post the dates on the website and community bulletin board.

## **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 spoke to the Park District Attorney about approving Executive Session minutes and the Attorney advised him that it can be done every six months.

**Finance, Administration & Future Planning Committee** – Met on November 9th and discussed Communications Strategy, Banking Services Proposal, 2018 Budget and Cost of Services Model.

**Parks & Beach Committee** – Met on November 3rd and received presentation from Baird Coaster Engineering Company.

**Facilities & Programs Committee** – The Health & Fitness Center Strategy Team met on October 30th and finalized details of a strategy.

**Regular Board Meeting of November 13, 2017**

**ADJOURNMENT**

There being no further business, motion was made by Commissioner Mosbarger, seconded by Commissioner Gordon, to adjourn the meeting at 7:05 p.m. The motion carried by unanimous voice vote.

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