

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
OCTOBER 16, 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, C. Mosbarger, F. Pitera, B. Wallace and R. Douglass.

Commissioner K. McKendry was 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 Wallace moved, seconded by Commissioner Gordon, to approve the October 16, 2017 Agenda as submitted.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Statement of Visitors – None

Approval of Minutes of September 18, 2017 Regular Board Meeting

Commissioner Wallace moved, seconded by Commissioner Pitera, to approve the Minutes of the September 18, 2017 Regular Board Meeting, as presented.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: S. Ehrhard

ABSENT: K. McKendry

Motion carried.

Approval of Minutes of September 18, 2017 Special Board Meeting

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to approve the Minutes of the September 18, 2017 Special Board Meeting, 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: S. Ehrhard

ABSENT: K. McKendry

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending October 2, 2017

Approve Invoice Schedule for the period ending October 16, 2017

Commissioner Gordon 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: S. Ehrhard, B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

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: S. Ehrhard, B. Gordon, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

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FINANCE

September 2017 and Year to Date Financials

Director Salski reported that the District was \$160,664 unfavorable as compared to budget for the month of September 2017. The Master Capital Fund provided the greatest impact showing \$72,564 unfavorable due to expensing a portion of the 4th Paddle Court Construction. The Recreation Fund was \$46,621 unfavorable for the month of September. Year to date, the District is \$307,353 unfavorable as compared to Budget. The Master/Capital Fund is \$224,798 of that shortfall and the Recreation Fund is \$89,170 unfavorable. The Golf Sub Fund is \$119,703 unfavorable and the Fitness Sub Fund is \$23,158 unfavorable.

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

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Purchase Cards – Ratification

Director Salski reported that September 2017 purchases were \$31,599.61 versus September 2016 purchases which were \$31,043.93.

Commissioner Ehrhard moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$31,599.61.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Quarterly Reports

Superintendent Heiser reviewed the Department of Facility Services quarterly statistics and Superintendent Lakeman addressed the youth athletics programs.

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OLD BUSINESS

2015-2019 Strategic Plan – Update

Executive Director Salski said Commissioners were provided with a copy of the progress report of the 2015-2019 Strategic Plan. This report listed priority items and status.

NEW BUSINESS/ACTION ITEMS

Administration Policy Manual – Revenue Policy – Section 7.8 – Revision – Approval

Executive Director Salski reported that the Facilities and Programs Committee recommended establishing a policy that requires Committee and Board approval for any increase in fees, admissions and memberships over 5%. Otherwise, the Executive Director has the authority to increase, lower or waive fees when it is deemed in the best interest of the Park District and he will share this information with the Board.

Commissioner Mosbarger moved, seconded by Commissioner Gordon, to approve the revised policy as stated in memo dated October 16, 2017 to the Board of Commissioners, from Ron Salski, Executive Director.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

2018 Fees, Admissions and Memberships – Approval

Superintendent Lakeman addressed the fee increases as follows: Preschool – 10.6%; Afternoon Kindergarten – 7.7%; Specialty Camps – 7.0%; Individual Pool Memberships – 6.0%; Family of 2 Pool Membership – 8.0%; and Family of 3 Pool Membership 8.0%.

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to approve the proposed increases.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

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

Executive Director Salski said that pursuant to State Statute, the Lake Bluff Park District disposes of property it deems to be of no use to the Agency. The property is either sold at auction or disposed of in the most economical method possible.

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to approve Ordinance 2017-I – 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, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

Recreation Center Hot Water Heaters – Emergency Purchase – Approval

Superintendent Foster gave the history of the hot water heater situation. He said the two heaters are 17 years old and have outperformed their useful life by five years. Staff received three quotes from local plumbing companies, with the lowest price from Cahill Heating and Air Conditioning. Since the heaters were not budgeted, but are a critical need, they will be expensed from the Master/Capital Plan Fund.

Commissioner Gordon moved, seconded by Commissioner Mosbarger, to approve the purchase and installation of two A.O. Smith hot water heaters and authorize the Executive Director to enter into an agreement with Cahill Heating and Air Conditioning in the amount of \$21,600, with a 10% contingency or \$2,160 if needed.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

2017 Tax Levy for the 2018 Budget – Discussion

Executive Director Salski said that in previous years, the Board has either approved the C.P.I. increase, approved a portion of the C.P.I. or maintained the current levy without a C.P.I. increase. He noted that the 2018 Budget is a balanced budget with a 2.1% C.P.I. increase and without the increase staff will be required to eliminate full and part-time positions, resulting in reduced services.

Commissioner Gordon stated that the Finance Committee met and discussed the 2.1% C.P.I.

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Commissioner Wallace said that the Board has been thoughtful in past years, but this year the Committee did not see how they could not recommend taking the full 2.1%. No Commissioner expressed any thoughts about not taking the 2.1% tax levy.

President Douglass commented that 2018 will be a challenging year.

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 would be appearing before the Plan Commission/Zoning Board of Appeals (PCZBA) to speak to the application for an Institutional Zoning Classification for the Park District and other agencies. If approved, this classification would allow for a collaborative and efficient planning approach.

Executive Director Salski noted that a Board Workshop Cost of Services Meeting would follow the Regular Meeting on November 13th.

Manager Bagley said that insurance open enrollment will be starting soon for registration in the new insurance pool. Rates will increase by 8%.

Superintendent Lakeman advised that the Metra Holiday Train ride, held together with the Lake Bluff Park District, will be on December 2nd and is already sold out. There were only 120 spots available. Superintendent Foster stated that the parks were sprayed for weed control during the last week in September and some negative feedback was received from residents about herbicide use.

Superintendent Heiser advised that Paddle held their annual fundraiser and made \$11,000. He said there would be a total of 11 men's teams this year.

Facilities and Programs Committee – Commissioner Mosbarger said they are getting close to preparing a fitness report. The strategy group will give their information to the Committee and then it will be presented to the Board.

Parks and Beach Committee – Executive Director Salski said that there is no sand on the dog beach. He advised that he talked to Shabica & Associates and will get them further information after this is discussed during the Capital Planning process.

Friends of Lake Bluff Parks – Executive Director Salski said that they have discussed the shade structure purchase and the Foundation will pay one-half or \$6,000.

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EXECUTIVE SESSION

Commissioner Ehrhard moved, seconded by Commissioner Gordon, to adjourn into Executive Session, at 7:23 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, C. Mosbarger, F. Pitera, B. Wallace, R. Douglass

NAY: None

ABSTAIN: None

ABSENT: K. McKendry

Motion carried.

The regular meeting reconvened at 7:25 p.m. with the following persons present: S. Ehrhard, B. Gordon, C. Mosbarger, R. Douglass, F. Pitera, B. Wallace, 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 Gordon, seconded by Commissioner Mosbarger, to adjourn the meeting at 7:26 p.m. The motion carried by unanimous voice vote.

Approved this 13th day of November 2017
Board of Commissioners
Lake Bluff Park District