

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF REGULAR BOARD MEETING
APRIL 16, 2018**

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. McKendry, C. Mosbarger, B. Wallace and R. Douglass.

Commissioner F. Pitera 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, Cheryl Mosqueda, Superintendent of Finance and Human Resources; and Marcia Jendreas, Recording Secretary.

Also present were residents Bob Nelson, Stuart Walker, Chris Greenfield, Paul Greenfield, Dick Driver, Bill Stein, Mike Galeski, Dave Partington, Emily Lane; and Committee Member George Russell.

Approval of Agenda

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the April 16, 2018 Agenda as submitted.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

Statement of Visitors

Resident Dick Driver expressed his comments about the golf course and said staff should be appealing to the younger, future golfers. He suggested a three-hole or six-hole course and possibly combining fitness and golf as a package deal.

Friends of Lake Bluff Parks Foundation – Update

Jon Hirsch, Vice President of the Friends of Lake Bluff Parks Foundation, highlighted the current projects of the Foundation. He noted that the Foundation is open to partnering with the community to raise money for the golf course.

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Approval of Minutes of March 19, 2018 Regular Board Meeting

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to approve the Minutes of the March 19, 2018 Regular Board Meeting, as presented.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

CONSENT AGENDA

Approve Invoice Schedule for the period ending March 19, 2018

Approve Invoice Schedule for the period ending April 2, 2018

Approve Invoice Schedule for the period ending April 16, 2018

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

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

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

FINANCE

Purchase Cards – Ratification

Director Salski reported that March 2018 purchases were \$34,235.32 versus March 2017 purchases which were \$26,268.00.

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Commissioner Gordon moved, seconded by Commissioner Wallace, to ratify the Purchase Card payment of \$34,235.32.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

March 2018 and Year to Date Financials

Superintendent Mosqueda reported that March's beginning Pooled Cash was \$1,021,577. As of March 31, 2018, the total liabilities, equity and surplus (Pooled Cash) was \$772,876. Adjusting for Referendum Projects (\$40,594), net operating cash is \$732,282. The Golf accounts are not reported in the Park District software and don't anticipate transferring the funds until December 2018. However, the total balance is \$154,478, which would increase net operating cash to \$886,760. As of March 31, 2017, the total liabilities, equity, and surplus (Pooled Cash), adjusting for Referendum and Golf, the balance was \$1,326,012.

Commissioner Wallace moved, seconded by Commissioner Mosbarger, to accept the March 2018 Financial report.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

OLD BUSINESS

Participation and Membership Quarterly Report – Presentation

Superintendent Lakeman presented highlights of attendance for the first quarter of 2018, for preschool and enrichments, youth athletics, dance, before and after school care and general/special events.

NEW BUSINESS/ACTION ITEMS

Golf Club Fee Structure – Recommendation

Commissioner Mosbarger explained that the Facilities and Programs Committee met on April 11th and Billy Casper representatives provided recommendations for improving yield through various pricing methods utilized throughout the golf season. He said they recommend continuing to offer season passes at the Golf Club, with no increase, because all season pass fees were increased a minimum of 2.0% in 2018. They also recommended no change to the daily fee (rack rate) structure and no increase in cart fees.

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Commissioner Mosbarger moved, seconded by Commissioner Wallace, to recommend no adjustments to the fee structure for the Lake Bluff Golf Club for 2018.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

Sunrise Park and Beach – Preliminary Engineering Proposals – Approve/Reject

Executive Director Salski showed pictures of the beach, said that due to high lake levels and storms the past several years, Sunrise Beach has experienced significant erosion, as well as concrete under the sand being exposed and bluff rain run-off near the South Shelter. A Request for Proposals (RFP) was sent out and proposals were received from three different firms.

Committee Member George Russell exhibited a picture taken in 1986 when the Lake reached its all-time high and he gave a review of lake levels that have fluctuated over 6 feet. The level now is 1.5 feet below the all-time high. Member Russell gave a review of all three proposals and said the technical qualities of AECOM Technical Services, Inc. far exceed the firm with the lower cost proposals. He provided details of the proposal.

Questions and comments from residents present were addressed.

Member Russell explained that having an engineering study done will put the Park District in a position of knowing what the components of a long range plan will cost. This information is also needed in case any grant opportunities arise.

Commissioner Ehrhard said that the Board has been talking about this project since 2008 and it is time to start proactively working on something.

Commissioner Wallace noted that the Park District has spent \$15,000 to \$20,000 every year for sand. Member Russell said that there will be a natural replenishment of sand with proper breakwater.

Commissioner McKendry said that this first phase is needed so that the Park District knows the future cost of the project. She said the beach needs to be protected because it is the Park District's #1 gem.

Commissioner Wallace stated that staff and Board have no idea what it will cost to fix this problem and there is no money set aside for the next 12 years for this project.

President Douglass said that the beach is the Park District's #1 asset and strategies need to be developed to correct the erosion problem.

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Commissioner Mosbarger asked if the Park District could get credit for this expense if AECOM is hired to do more work in the future and Executive Director Salski said staff will ask AECOM representatives this question. Commissioner Mosbarger also suggested contacting the North Shore Water Reclamation District to see where they stand on the project.

Commissioner Mosbarger moved, seconded by Commissioner McKendry, to authorize the Executive Director, with attorney approval, to enter into an agreement with AECOM Technical Services, Inc., at a cost not to exceed \$69,800 plus 10% contingency.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

Lake Bluff Open Lands Association (LBOLA) – Memorandum of Understanding – Approval

Executive Director Salski said that LBOLA has been managing specific Park District properties for many years and the Park District is extremely appreciative of their volunteer efforts, collaboration and contribution to achieving combined goals. The Park District and LBOLA have formed an equally beneficial partnership by establishing an agreement in 2015.

Commissioner Mosbarger moved, seconded by Commissioner Wallace, to authorize the Executive Director to approve the final version of the Memorandum of Understanding.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

Policy Manual Updates – Approval

Executive Director Salski explained that several title changes need to be made in various manuals, plans and programs. These changes are listed in a memorandum dated April 12, 2018 to the Board of Commissioners from Executive Director Ron Salski.

Commissioner Wallace moved, seconded by Commissioner McKendry, to amend and approve all items presented in the April 12, 2018 memorandum.

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On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: 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 gave an update regarding the NSSRA partnership with the Northbrook Park District.

Superintendent Lakeman advised that the 4th of July Committee will cover the cost of the band with a donation from Knauz Auto. He also said that the Preschool Annual Fun Fare will take place on Saturday, April 21st.

Superintendent Foster gave an update on some unexpected roof repairs on the Clubhouse and Maintenance Building. He said the maintenance on the Golf Course is going well and the baseball fields are looking good. Executive Director Salski noted that the Golf Course will be maintained at a high level all the way through the golf season.

Superintendent Mosqueda advised that payroll will now be done in-house and the system is up and running.

Facilities & Programs Committee – Commissioner Mosbarger said that Billy Casper Golf presented their marketing plan at the last meeting. He said the Committee requested that they focus on marketing execution for the Lake Bluff community. Emails to residents are extremely important and Billy Casper's system needs to be updated to include the residents.

President Douglass stated that the Board needs to work on identifying a timeline and goal. Items being worked on right now include a zoning change, fee structure, Request for Proposals (RFP) for a long term lease and fundraising.

After some discussion, all Commissioners agreed to discuss the golf course situation at committee level and then bring it to the full Board at a Committee of the Whole Meeting on May 7, 2018.

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EXECUTIVE SESSION

Commissioner Gordon moved, seconded by Commissioner Wallace, to adjourn into Executive Session, at 8:40 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) and discussion of the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

The regular meeting reconvened at 9:00 p.m. with the following persons present: S. Ehrhard, B. Gordon, R. Douglass, K. McKendry, C. Mosbarger, B. Wallace and M. Jendreas.

ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Commissioner McKendry moved, seconded by Commissioner Ehrhard, to approve the compensation package for the Executive Director, as discussed in Executive Session.

On the roll call, the vote was as follows:

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

NAY: None

ABSTAIN: None

ABSENT: F. Pitera

Motion carried.

ADJOURNMENT

There being no further business, motion was made by Commissioner Mosbarger, seconded by Commissioner Gordon, to adjourn the meeting at 9:04 p.m. The motion carried by unanimous voice vote.

Approved this 21st day of May 2018

Board of Commissioners

Lake Bluff Park District