

**Minutes of the Waukegan Park District
Committee of the Whole
January 25, 2010**

The Committee of the Whole of the Waukegan Park District met in a regular meeting on January 25, 2010 at the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order by President Durkin at 3:50 p.m.

II. Roll Call

Present: Commissioners Motley, Duffy, Sarocka, Foley President Durkin, Absent: None. Also present were Greg Petry, Board Attorney Charles Smith.

III. Topic(s)

A. Commissioners Training. The Commissioners' Policy Handbook was reviewed and Mr. Petry answered questions from the Commissioners.

The Administrative Operational, Personnel and Procedure Manual was reviewed. Changes will be made to Sections 3.09, 3.11, and 4.04. The email policy was discussed with the Board and questions relative to the Freedom of Information Act requests were also discussed. Mr. Petry and Board Attorney Smith advised the Commissioners that Freedom of Information Act requests can be made for emails. The Park District's email system should only be used for official Park business and no policy issues that are to be discussed in an open meeting should be discussed in emails between commissioners.

The provisions of Section 5.0 concerning land cash donations were reviewed.

Ethics Training. Mr. Smith reviewed a handout provided to the Board of five Acts relating to the responsibilities of commissioners, including the Open Meetings Act, 5 ILCS 120; the Freedom of Information Act, 5 ILCS 140/1; the Ethics Act, 5 ILCS 420, along with the Gift Ban Act, 5 ILCS 452/1; the Local Records Act, 50 ILCS 250; and the Public Officers Prohibited Activities Act, 50 ILCS 150. Commissioner questions were answered by Mr. Smith.

Freedom of Information Act. Mr. Smith and Mr. Petry reviewed the amendments effective January 1, 2010 to the FOIA and advised that most of the issues will be handled by the designated Freedom of Information Officer.

Harassment. Tanya Brady made a presentation, including a video provided by PDRMA, for the commissioners and senior staff to review concerning the elements of sexual harassment. Following the video, there was a discussion of the Park District's harassment policy. All commissioner questions were answered by staff.

B. FY 2010/2011 Budget Workshop. Mr. Petry reviewed the Park District's Mission Statement, Long Term Goals and then reviewed short term goals for the 2009/2010 and the 2010/2011. Commissioner Duffy asked questions concerning the use of advertising on WKRS and Teddy Anderson explained that the Park District would be utilizing a package involving WKRS in the coming year.

Mr. Petry explained that the new ad program provides more exposure for Park District programs at a lower cost.

Commissioner Sarocka commented about the preparation of the facilities at Bonnie Brook for the Employee Recognition dinner. Mr. Petry explained that there was a morning event at Bonnie Brook the same day with approximately 250 people utilizing the room.

Mr. Glogovsky explained that the strike down and set up time for the tables took more time than anticipated and explained that had he known that it was going to involve as much time, he would have left up the ten place tables rather than striking the ten place tables and setting up eight place tables. He acknowledged that clean up was not done the night of the event because the staff had worked more than a full day and the staff needed to go home. Since this was one of the first events run by the new staff, Mr. Glogovsky asked that the Board allow the new staff to grow and learn from this particular event.

Commissioner Foley agreed in part with Commissioner Sarocka's remarks and agreed that it would have been better to leave the ten place tables up. She also commented that the soup was cold.

Mr. Glogovsky advised that he would review these comments with staff.

President Durkin commented that whatever the problems were, the Employee Recognition dinner was a wonderful event and that he did not notice anything amiss.

Commissioner Duffy pointed out that the morning event at Bonnie Brook had gone over its time and had more guests than what was originally requested. He commented that it is difficult to have a 250 person event in the morning and a 130 person dinner.

2010/2011 Budget Message. The budget process was reviewed by Mr. Glogovsky with the Board and the process for establishing a budget policy and financial assumptions were also reviewed.

President Durkin questioned the \$10,000 expended for library support in 2009.

Mr. Petry stated that he was recommending the merit pool be 0% from 2.05% in 2009.

President Durkin asked if the employees were aware of Mr. Petry's recommendation and he replied that the employees are aware and understand that this is a very difficult economic time and that they are happy to continue to have jobs.

Policies, Financial Assumptions and Significant Service Level Changes. Teddy Anderson advised that the ad program with WKRS will be \$13.85 per ad and that remotes at Park District facilities and at Dandelion Wine are approximately \$500 per event.

Parks. Mr. Petry advised that the pro forma for the SportsPark will be brought back at a future time to the Board.

Recreation. Ms. Mentell indicated that there will be an increase in deposits due to broken tables and setting off of emergency alarms. Late cancellation fees will also be added to emphasize with patrons the cost to the Park District when an event is cancelled. Ms. Mentell is recommending the elimination of child care because it lost approximately \$3,000 last year. Her department will look into establishing programs for children beyond the base membership.

President Durkin asked if there would be a hiring process for the manager of the sports and fitness center and Ms. Mentell advised that they are looking into promoting from within.

President Durkin also asked about an estimate for the work on Beach Road and Mr. Petry stated that he did not have that, but he would be meeting shortly with the Village of Beach Park.

Commissioner Sarocka asked if Beach Park was being unreasonable in demands. Mr. Petry advised that there had not been any problem thus far.

Commissioner Duffy asked about the availability of funds for the annual 4th of July American Independence festivities and if funds would run out after 2010. Ms. Mentell advised that funds were running out and that it cost approximately \$22,000 to finance the parade and that contributions are down.

The Park District Foundation was reviewed. The Board was advised that there would be a separate Board of Directors for the Foundation.

Service Level Changes. Ms. Freeman is planning on one Latino film event per month. She also noted that last year the Park District received \$4,500 from the City for Dandelion Wine and the Oakwood Cemetery Walk and that no money is expected from the City this year.

Commissioner Sarocka asked if the Park District could sell booths at the Dandelion Wine event and other Park District events to raise revenue.

Ms. Freeman advised that in the past, the revenue from the Dandelion Wine event went back to the City, but since the City is no longer sponsoring this event, the revenue could come to the Park District. There was also a discussion concerning the fishing derby, which coincidentally in past years has been held on the same day as the Dandelion Wine event. The events do not conflict since the fishing derby ended at 10:00 a.m. and the Dandelion Wine event started at that time.

Ms. Freeman explained that the State controls the date on which the fishing derby is held.

Symphony Orchestra. Ms. Freeman stated that the symphony orchestra is looking to expand and get younger people interested in music. She is hoping for \$2,800 to put on a free concert at the high school.

C. Review Sports Complex Change Order Proposals. Mr. Petry reviewed the change order proposals and stated that the Park District is reviewing the proposals with the contractors. Commissioner Durkin asked Mr. Trigg if he was aware of the amount of the change orders.

Mr. Trigg advised that he had met with Mr. Petry and Gewalt Hamilton to discuss the change orders. He stated that the magnitude of the change orders was not properly communicated to him and that the schedule was problematic, particularly with the rain last Fall. He was aware of some of the problems, but not the magnitude of the problems or the total amount of the change orders. Mr. Trigg pointed out that W.B. Olson is the decision maker as the construction manager and did recognize that there was a failure to communicate the size and quantity of the change orders.

Commissioner Sarocka stated he hoped that April would be a dry month, but is not optimistic.

Commissioner Duffy reminded the Board that there is a grand opening for the sports complex planned for October and he questioned staff as to whether they foresaw anything being ready for Fall sports.

Mr. Trigg advised that the synthetic fields will be completed and be ready for play.

Mr. Petry showed a diagram of the softball fields and two soccer synthetic fields, which he thought would be ready for Fall play, but the rest would not be ready until Spring 2011.

Commissioner Duffy asked about any of the fields being ready for practice sessions and Mr. Petry explained that the synthetic fields could be used for practice.

Commissioner Duffy asked if this was field turf and Mr. Trigg advised that this was the same type of field as field turf.

Commissioner Duffy asked if there would be a lot of tournaments at the fields and Commissioner Foley asked if the fields were available for the Junior Bulldogs.

Commissioner Duffy explained that the fields were going to be used by the Lake County Chiefs. There was also discussion concerning girls' softball. Ms. Mentell pointed out that softball teams are sometimes combined for a traveling squad. Commissioner Duffy asked for a more detailed memo on this issue.

Final Comments. Commissioner Foley stated that she enjoyed the employee appreciation dinner and the creative costumes.

Commissioner Sarocka echoed those sentiments as did President Durkin.

VI. Adjournment

Motion by Commissioner Foley, seconded by Commissioner Sarocka, to adjourn. Motion carried. Meeting adjourned at 6:35 p.m.

Respectfully submitted,

Charles W. Smith
Secretary