

MINUTES OF SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT

Administration Center
2000 Belvidere Road
Waukegan, Illinois
January 30, 2018

I. CALL TO ORDER

President George Bridges called the meeting to order at 4:00 p.m.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President George Bridges
Vice President Marc Jones
Janet Kilkelly
William Sarocka

COMMISSIONERS ABSENT

Treasurer Patricia Foley (Arrived 4:07pm)

STAFF PRESENT:

Executive Director Jay Lerner
Executive Assistant Sally Sandine, Superintendent of Finance & Administration Jon Beckmann,
Superintendent of Recreation Errick Beverly, Superintendent of Parks Scott MacLean, Community
Relations Manager Teddy Anderson, , Deputy Superintendent of Recreation and Arts Mike Mayfield,
Deputy Superintendent of Sports Quincy Bejster, Gary Trantham, and Attorney George Bridges.

III. PUBLIC PORTION

None

IV. ACKNOWLEDGEMENTS & PRESENTATIONS

None

V. REVIEW / DISCUSS / DECIDE

Commissioner Foley arrived at 4:07 p.m. Motion by Commissioner Kilkelly, seconded by
Commissioner Jones, to seat Commissioner Foley. The motion carried by a majority voice vote.

A. Approval of Revised FY 2017-18 Salary and Wage Schedules.

Mr. Beckmann recommended the Board approve the revised FY2017-18 Salary and Wage Schedule.
President Bridges thanked Commissioner Kilkelly for bringing the salary inequities to the Board's
attention. Motion by Commissioner Kilkelly, seconded by Commissioner Jones, to approve the revised
FY2017-18 Salary Schedule. There was no further discussion on this matter. On the roll call, the vote
was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

B. Approval of Updated Policies.

Mr. Beckmann recommended the Board approve the updated policies. Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve the updated policies. Commissioner Kilkelly inquired as to the reason for the numerous changes in the policy. Director Lerner stated it was advisable to review and update the policy manual regularly, and that the numerous changes were due in part because the policy had not been revised in over 15 years. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

C. Approval of the Quote for Jack Benny Wall Restoration.

Mr. MacLean recommended the Board approve and accept the quote for Jack Benny Wall Restoration from Integrity Developers, Inc. to renovate and repair the wall at the Jack Benny Center, in the amount of \$18,700.00. Mr. MacLean stated now that the leak has been fixed it is now necessary that they restore the wall that was damaged. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve and accept the low quote from Integrity Developers, Inc. to renovate and repair the wall at the Jack Benny Center, in the amount of \$18,700.00. There was no discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka, Bridges
NAY: None
ABSTAIN: None
ABSENT: None

Motion carried.

D. Approval of the Emergency Repair Quote for the Fieldhouse rooftop HVAC unit.

Mr. MacLean recommended the Board waive the bid requirement and approve the Emergency quote to replace the Fieldhouse rooftop HVAC unit. Mr. MacLean stated this is an emergency repair that must be completed to avoid an interruption of service at the Fieldhouse. He further stated if the repair isn't done soon catastrophic failure may occur that could result in a repair cost of more than \$300,000. He said he had McDonough Mechanical prepare the quote because of their two-year maintenance contract at the Fieldhouse. Commissioner Sarocka asked why this was now an emergency if McDonough

Mechanical has been responsible for maintenance at the facility. Mr. MacLean stated they've had problems with this unit since 2010. He said the biggest problem with the unit is that there is no variable frequency in starting the fans. Mr. Trantham stated it wasn't until after the Fieldhouse purchased the HVAC system that the manufacturers modified the system to include variable fan settings. President Bridges stated he believed there was sufficient time to get other quotes or to go out for bids for this repair. Motion by Commissioner Kilkelly, seconded by Commissioner Foley, to waive the bid requirements and accept the quote from McDonough Mechanical Services, Inc. to perform the emergency repair of the Fieldhouse HVAC unit, in the amount of \$57,357.00. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Jones, Sarocka

NAY: Bridges

ABSTAIN: None

ABSENT: None

Motion carried.

E. Approval of the Sports Park Concession License.

Mr. Beverly asked the Board to approve the Sports Park Concession License. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Sports Park Concession License with David Davis. Commissioner Jones stated he would have preferred that the District sought other vendors in an effort to give new owners an opportunity to operate the concessions. Commissioner Sarocka stated because the "Top Dog" concessionaire had done a good job in the past in running the concessions, he believes they should be rewarded with a new license. There was no further discussion on this matter. On the roll call, the vote was as follows:

AYE: Kilkelly, Foley, Sarocka, Bridges

NAY: Jones

ABSTAIN: None

ABSENT: None

Motion carried.

F. Greenhouse Presentation.

Ms. Jennifer Dumas, Recreation Supervisor, provided the history and partners in the Greenhouse Project.

G. Review of the Budget Workshop.

Mr. Beckmann discussed the budget planning process and then reviewed the budget schedule overview explaining and highlighting what will take place in each phase. Mr. Beckmann stated there had been no significant change to the Budget Policy. He stated the policy of the District is to continue working towards maintaining a balanced budget. Mr. Beckmann reviewed the general policies concerning the preparation of the budget. He then presented and reviewed a draft of the FY2017-2018 Capital Improvement Program.

The Board reviewed with each Department Head their proposed Service Level Changes.

Administration – Ms. Anderson reviewed her proposals and discussed the revised Program Guide. She stated one of her proposals was to not utilize the Cristo Rey student and apply the funds where they will have a bigger impact.

Finance – Mr. Beckmann noted that he is extensively researching options for the medical insurance PPO so that he can provide recommendations that will have minimum impact on employees and district budget for the healthcare insurance changes.

Parks - Mr. MacLean stated the budget impact should remain the same, with a slight decrease in the Police Line Item. He stated his budget items consisted of addressing the District's infrastructure and facilities. He stated it would include repairing the Hinkston Park bathroom and Bowen Park Gazebo. He recommended more utilization of the Endowment Funds.

Recreation – Mr. Beverly stated he had no significant budget expenses and that his major items were to re-carpet the fitness center and repair the rock-climbing wall. Commissioner Kilkelly stated she had recently toured the new additions to Lake Forest Hospital, and she was impressed with the industrial carpet they had installed throughout the facility. She suggested the District look at industrial carpet in any future installations.

VI. COMMISSIONERS QUESTIONS & COMMENTS

Attorney Bridges advised the Board the District had been dropped from the latest Tax Objection.

Commissioner Kilkelly stated she has heard from a number of new members who praise the Field House Staff. Commissioner Foley stated she too had received a number of compliments regarding the cleanliness at the Field House. Commissioner Jones thanked Staff for continuing to make the District a model for other park districts. Commissioner Sarocka praised Staff for the excellent job at the employees' luncheon. President Bridges stated he is impressed by the commitment to public service and level of work from Park District Staff. He further stated he looks forward to the volunteer dinner where they can recognize the many volunteers that serve the District.

VII. ADJOURNMENT

There being no further business, Commissioner Sarocka moved, seconded by Commissioner Jones to adjourn the meeting at 5:44 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary