

MINUTES OF THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT

Administration Center
2000 Belvidere Road
Waukegan, Illinois
March 13, 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
Treasurer Patricia Foley
Janet Kilkelly
William Sarocka

COMMISSIONERS ABSENT

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, Deputy
Superintendent of Recreation and Arts Mike Mayfield, and Attorney George Bridges.

III. CONSENT AGENDA

The Consent Agenda Items which includes the Minutes of February 13, 2018, and February 27, 2018, Board Meetings, Accounts Payable, Payroll, Travel Expenses, Financial Report and permission to accept bids and quotes, were presented.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Consent Agenda Items as presented. There was no discussion on the motion. On the roll call, the vote was as follows:

AYE: Kilkelly, Jones, Foley Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

IV. PUBLIC PORTION

None.

V. ACKNOWLEDGEMENTS & PRESENTATIONS

Rita Kruse, representing the Government Finance Officers Association (GFOA) appeared before the Board and thanked the District for their thoroughness and transparency in preparing the Comprehensive Annual Financial Report (CAFR). She stated the GFOA Award was established to encourage and assist state and local governments to go beyond the minimum requirement of general accepted accounting principles (GAAP) to prepare a report that evidences the spirit of transparency and full disclosure. She related that the Waukegan Park District was being recognized and honored for successfully attaining the goal and then presented Jon Beckmann with the GFOA's Certification of Achievement for Excellence in Financial Reporting.

Joe Seidelman, General Manager of Waukegan Harbor & Marina, requested the District enter into a partnership with the Port Authority to assist in developing an ADA canoe/kayak launch area at the Marina. He stated the City of Waukegan and the Port Authority had entered into partnership and that the City had agreed to provide in-kind services towards the development. He stated the project still needed additional funds to complete the public promenade and ramp areas surrounding the launch area. Director Lerner stated he wants to be a good partner to the Port Authority and would like to expand the partnership between the two organizations. Mr. Beckmann stated the District would not be in a financial position to meet the suggested shortfall of \$100,000, but that some funds may be available. President Bridges suggested that the District partnership contribution consists of providing in-kind services. Commissioner Kilkelly stated establishing a partnership was a terrific idea that could greatly benefit the District, because partnering with other agencies is at the very core of the District's purpose and mission.

VI. PROGRESS REPORTS

A. Executive Director Lerner presented his written report.

B. Attorney Report: None.

C. Legislation/ IAPD Update: Director Lerner reminded the Board of the upcoming Legislative Conference. He stated at the recent legislative breakfast Senator Link said not to expect a property tax freeze to be passed this session of the legislature.

D. Division Reports:

D1. Finance & Administration: Mr. Beckmann presented his monthly written report. He discussed the continued work being completed at the Bonnie Brook Clubhouse and the near completion date. Mr. Beckmann stated he and Mike Jesse are currently in discussion with the Illinois Parks and Recreation Foundation (IPRF) to host their golf outing at Bonnie Brook. He said if they are successful, the District could receive approximately \$10,000 in revenue for hosting the event.

President Bridges questioned why the repeated pool closures, and the continued problem with the Field House leaking skylights. Mr. MacLean stated most of the swimming pool problems are due to the fact that first-generation equipment was purchased and installed. He said they have had the owner's representative and their staff working on understanding the nature of the problems, and then steps must be undertaken to rectify the problems. Director Lerner stated he is fed up with the leaking skylights

and he intends to eliminate the problem either by applying protective caulk around the skylight or removing them.

D2. Parks: Mr. MacLean presented his monthly written report. He stated they would be kicking off Arbor Day on April 27, 2018, at 10:30 am. He said he had contacted Carman-Buckner Elementary School to obtain student participation during the tree planting ceremony.

D3. Recreation: Mr. Beverly presented his written report. Commissioner Kilkelly asked if members would be given an additional week to use the pool in light of the pools one week closure. Director Lerner stated it has never been the position of the District to extend membership time for temporary closures. Deputy Superintendents Mayfield reported on the progress of the Bowen Greenhouse installation.

VII. REVIEW / DISCUSS / DECIDE

A. Approval of Interfund Transfers.

Mr. Beckmann presented his memorandum seeking authorization to make a number of Interfund Transfers as listed.

<u>Funds</u>	<u>From</u>	<u>To</u>
Memorial/Endow. (#51 Rec Sponsorship) 16-11-11-583-9999)	\$ 440.00	
Recreation (02-48-86-473-9999)		\$ 440.00
Purpose: Family Sponsorship monies to cover Valentine’s Dance Entertainment.		
Recreation (08-16-00-583-9999)	\$ 9,826.00	
Memorial/Endow. (#42 Special Rec) (16-11-11-583-9999)		\$ 9,826.00
Purpose: Money will be held in the endowment fund for future special recreation scholarships and athletic needs.		
Corporate (01-11-11-583-9999)	\$100,000.00	
IMRF (15-11-11-473-9999)		\$100,000.00
Purpose: An unbudgeted transfer to maintain fund balance.		
Memorial/Endow. (#55 Concert Call) (16-11-11-583-9999)	\$ 360.00	
Recreation (02-24-50-473-9999)		\$ 360.00
Purpose: To provide art scholarships for the youth – cello student.		
Memorial/Endow. (#16 O’Dell) (16-11-11-583-9999)	\$ 247.50	
Recreation (02-24-11-473-9999)		\$ 247.50
Purpose: To provide scholarships for two string players, music, and dance programs.		
Memorial/Endow. (#2 Jack Benny) (16-11-11-583-9999)	\$ 420.00	
Recreation (02-24-11-473-9999)		\$ 420.00
Purpose: To provide scholarships for two string players, music, and dance programs.		

Motion by Commissioner Foley, seconded by Commissioner Jones, to approve the Interfund Transfers.

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.

B. Approval of IMRF Resolution 2018-01.

Mr. Beckmann presented IMRF Resolution 2018-01 and asked the Board to approve it. Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve Resolution Number 2018-01. 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.

C. Approval of the Hitchcock Design Agreement for Belvidere Park Renovation Project.

Mr. MacLean requested approval of the Hitchcock Design Agreement for the Belvidere Park Renovation. He stated the scope of services called for them to provide engineering and construction document for the playground design of Belvidere Park. President Bridges question the need for such services when vendors of playground equipment include design services. Mr. MacLean stated playground equipment vendors would not provide design service for undeveloped playgrounds.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Hitchcock Design Agreement. Attorney Bridges advised the Board there were two matters, involving the indemnification provision of the agreement, which must be resolved before he would recommend its approval. The motion was modified to approve the agreement after attorney review. 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.

D. Approval of the 2018 Park Restroom Improvement Bid.

Mr. MacLean requested approval of the 2018 Park Restroom improvement bid, from Integrity Developers, Inc., Waukegan, Illinois, in the amount of \$17,850. Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the bid for the Park Restrooms improvement. 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.

E. Approval of the 2018-19 Program Guide Printing Bid.

Director Lerner requested approval of the 2018-19 Program Guide Printing Bid, from Indiana Printing & Publishing Company, in the amount of \$49,542. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the bid for the 2018-19 Program Guide Printing. 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.

F. Acceptance of the Administrative Building Construction Bid.

Ted Haug recommended the acceptance of the Administrative Building Construction Bid from Reed Illinois Corporation, in the amount of \$945,869.00. Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve the Administrative Building Construction Bid from Reed Illinois Corporation, in the amount of \$945,869.00. President Bridges voiced his disapproval with Legat Architects previous estimates for the remodeling. 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.

G. Update on the Belvidere Park Project.

Mr. Doug Holzrichter of Williams Architects presented an update on the latest design configuration for the Belvidere Park Project. Andrew Caputo presented a PowerPoint of the current floor plan design. The Commissioners provided feedback on the design proposals.

H. Approval of the Lake County Workforce Development Summer Youth Program.

Mr. MacLean requested acceptance of the Lake County Workforce Development Summer Youth Employment Opportunity Program. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to accept the Lake County Workforce Development Summer Youth Program. Mr. MacLean stated this Program is a popular program, funded by the Lake County Board, that will hire more than 200 young people this summer. He said it would enable youth between 14-18 years of age to gain meaningful work experience while earning a paycheck. He said the program would fill 26 positions on the Green Team and save the District more than \$73,000. Commissioner Jones asked if the District would be hiring any youth this summer. President Bridges stated the District initiated this program and because of its success, he would be opposed to it being eliminated. Mr. Beverly stated the District would continue with its Summer Youth Program. He said instead of working with the Green Team, he intends on hiring between 16 -20 youth to work for the Recreation Department. 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.

I. Approval of the Strategic Plan Facilitator.

Director Lerner requested approval to hire GovHR to develop a Strategic Plan for the District at a cost not to exceed \$14,850. He said the Plan would help him and the District set priorities for the District's resources over the coming years. 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.

VIII. COMMISSIONERS QUESTIONS & COMMENTS

Commissioner Kilkelly commended Mr. Beckmann on being recognized by the GFOA during his first year as Superintendent of Finance. Both President Bridges and Commissioner Jones recognized Staff for their outstanding service to the clients that use the District's facilities.

IX. ADJOURNMENT

There being no further business, Commissioner Jones moved, seconded by Commissioner Sarocka to adjourn the meeting at 6:05 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary