

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
January 12, 2016**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on January 12, 2016 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 5:01 p.m. by President Foley who directed a call of the roll.

II. Roll Call

Present: Commissioners, Kilkelly, Sarocka, Jones and President Foley.
Absent: Bridges.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to seat Commissioner Bridges. Motion carried unanimously. Commissioner Bridges seated at 5:04 p.m.

Also present: Executive Director Greg Petry and Board Attorney Chuck Smith, Ed Stuckey of Stuckey Construction.

III. Consent Items

A. Minutes

- November 3, 2015 (Adjourned Meeting)
- December 7, 2015 (Recreation Advisory Committee Meeting)
- December 8, 2015 (Board of Commissioners Meeting)
- December 10, 2015 (Golf Advisory Committee Meeting)
- December 17, 2015 (Special Board Meeting)
- December 28, 2015 (Special Board Meeting)

B. Bills

C. Payroll

D. Financial Statements

E. Authorization to Receive Bids/Quotes

- Administration
 - Hinkston Indoor Pool Construction.

Motion by Commissioner Kilkelly, seconded by Commissioner Jones, to approve the Minutes of November 3, 2015, December 7, 2015, December 8, 2015 as amended, December 10, 2015, December 17, 2015 and December 28, 2015, and approve the Consent Items and pay bills as presented. Roll call to the motion:

Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.

IV. Public Portion

A. Certificate of Appreciation from Waukegan Township for support of Staben House and Eddie Washington Center. Commissioner Jones presented to President Foley and the Board a Certificate of Appreciation from Waukegan Township for the Park District's support of Staben House and the Eddie Washington Center. President Foley accepted this Certificate and expressed her appreciation to Waukegan Township for all the intergovernmental cooperation.

B. Introduction of New Staff. Shelby McDonald, a newly hired Rec Specialist, was introduced by Jay Lerner. Ms. McDonald made a short presentation. Antonio Montes was introduced as a new full time custodian. Mr. Montes gave a brief statement and stated that he has been a resident of Waukegan for over 40 years. The Board welcomed both Ms. McDonald and Mr. Montes.

Motion by Commissioner Bridges, seconded by Commissioner Sarocka, to amend the agenda to receive a report from Ed Stuckey of Stuckey Construction concerning the second round of bids for the pool. Motion carried unanimously.

Mr. Stuckey reported that a second bid opening had recently been held and that overall the pool project remains on budget. He noted that some items came in higher than expected and some lower than expected and that the bids for HVAC, plumbing, masonry, general trades, glass and glazing, painting, fire protection, and electrical had balanced out to be in line with the overall budget for the project. Mr. Stuckey explained that some alternatives are being analyzed and that the vetting process continues on the bids to make sure that all low bidders are qualified.

Commissioner Sarocka asked that with the work being done during December and the mild weather, has this aided the project.

Mr. Stuckey responded that yes, he had been able to do a lot during the unexpected warm weather and that the next steps were digging the footings and building the walls in the next few weeks. The project remains, at this time, on schedule for an October 2016 opening.

Mr. Stuckey also advised that his company was the low bidder on two parts of the project which will help keep jobs in Waukegan and benefit Waukegan residents.

Mr. Petry advised that the Committee of the Whole meeting scheduled for January 26, 2016 will be changed to a special meeting so bids can be awarded after the vetting of all bidders.

V. Progress Reports

A. Executive Director. Greg Petry presented his written report. He reported on the request for School District funding for the Hinkston pool and stated that he had met with School Board President Mike Rodriguez.

Commissioner Kilkelly asked that the staff move ahead with the letter to the School District as prepared by Mr. Petry.

Commissioner Bridges stated that the numbers in the letter demonstrate that the Park District provides far more in services to the School District than it receives.

Mr. Petry noted that the intergovernmental agreement with the School District is 30 years old and needs to be updated. Accordingly, he plans to give notice to the School District of a 90 day termination of the agreement as provided in the intergovernmental agreement.

Commissioner Bridges then asked if the Park District would be suspending any services pending the review of the intergovernmental agreement.

Mr. Petry stated that he did not think that this would be necessary or advisable as they enter into the review.

Commissioner Jones stated that he wanted to see this process moved forward.

A question was asked of the Board attorney as to whether there should be a suspension of services. Mr. Smith responded that there is no need to suspend services and that there should be adequate time in the 90 day window to enter into a new intergovernmental agreement for exchange of services.

B. Attorney. Mr. Smith reported that the purchase of 14845 Yorkhouse, Wadsworth, was completed on January 12, 2016. A copy of the closing documents were provided to Jim Glogovsky and the keys to the house and the survey were given to Mike Trigg and Tim Girmscheid.

C. IAPD/Legislation Update. Mr. Petry advised that Speaker Madigan had cancelled the session for this week to work on the state budget and that everything in Springfield is at a stalemate. Mr. Petry is hoping that the IAPD director would have a further update at the January conference in Chicago.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report. He stated that the personal tax replacement is coming in above budget and that the amount of revenue should exceed the budget for the year.

Commissioner Kilkelly asked a question concerning an accident that was reported in Ms. Brady's report.

Mr. Glogovsky stated that the patron suffered a condition very similar to vertigo and a loss of balance.

Commissioner Sarocka asked about the ladies golf luncheon and whether the issue concerning the quality of the food had been resolved. He explained that it was more a problem created by representatives of the women's golf league ordering a meal and not consulting with the group and there was no problem with staff.

Commissioner Kilkelly questioned the notes from the Golf Advisory Committee and the comments of Ed Holm.

Commissioner Jones advised that Mr. Holm was very vocal at the meeting.

Commissioner Sarocka asked a question out of the report as to a bullet found at Hinkston Park.

Mr. Glogovsky stated that the bullet was turned over to the police department.

Commissioner Jones asked about the need for a police presence at the Field House.

Mr. Lerner explained that there have been increases in security procedures and that overall things are improving.

Attorney Smith reported that the individual accused of having a gun at the Field House is in custody and that if he does make bond, there will be a term and condition of his bond that bars him from entering any Park District facility.

Commissioner Sarocka asked about Tony Tinetti's report about operating expenses for December.

Mr. Glogovsky explained that operating expenses were higher due to more events being held during the holidays.

President Foley questioned when the new cards for the Field House will be activated, particularly for paying for personal trainers.

Sam Stevens explained that they are still breaking in the new software system and that the personal training charges will be on line as of January 13.

D2. Cultural Arts. Ms. Freeman was welcomed back and thanked everyone for their support during her recent illness. She presented her written report.

President Foley had a question concerning the notation in the report about a problem at the Messiah concert.

Ms. Freeman explained that the issue was easily resolved.

D3. Parks. Michael Trigg presented his written report. There were no questions for Mr. Trigg.

D4. Superintendent of Recreation. Jay Lerner submitted his written report and reported that approximately 100 people attended the Christmas with the Clauses event and that attendance at the Polar Plunge was quite good.

President Foley stated that she objected to the suggestion that the Zion Benton Dolphins refer to themselves as the Waukegan Dolphins if they use the pool. She suggested that they call themselves the Terrapins, but she noted that this is a personal preference of hers.

Commissioner Bridges asked Mr. Lerner about access of independent contractors at the Field House.

Sam Stevens explained that the contractors have access to the gym and the health club, but they do not have access to offices or restricted areas.

Commissioner Bridges also asked about personal trainers working with clientele at the Field House.

Mr. Lerner explained that they would be closely monitored and do not allow individuals to utilize park district facilities for their own business.

Commissioner Kilkelly was very disappointed with the attendance at the World Wide Day of Play.

Mr. Lerner noted that he is working on ideas to improve attendance for 2016.

President Foley recognized John Nelson, a private citizen who was at the meeting, but had not asked to address the Board during the public comment portion.

Mr. Nelson stated that he had questions concerning the building adjacent to Belvidere Park at the southwest corner of Belvidere and Lewis.

Mr. Petry explained the history of the relationship between the building's owner and the Park District and that the building has no parking and there has never been an agreement with the owner for a lease of parking spaces.

Mr. Nelson commented that he was considering purchasing the parcel.

VI. Review, Discuss, Decide

A. Interfund Transfers.

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem/Endow(#51 Rec Spons)(16-11-11-583-9999) Recreation (02-97-81-473-9999)	1,157.00	1,157.00

Purpose: To cover costs for outdoor camp supplies. (NRG Energy sponsorship funds).

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem/Endow(#51 Rec Spons)(16-11-11-583-9999) Recreation (02-97-24-473-9999)	300.00	300.00

Purpose: To cover costs for outdoor camp supplies. (North Shore Gas sponsorship funds).

Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve the Interfund Transfers as presented. Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.

- B. Permissions to Accept Bids/Quotes**
- Parks Department
 - Golf Equipment Replacement

Motion by Commissioner Bridges, seconded by Commissioner Sarocka, to approve the purchase of one John Deere 2500B PrecisionCut Riding Greens Mower - Diesel in conjunction with Deere & Company and the National Joint Powers Alliance, Procurement #070313-DAC, which is the equivalent to a state bid, in the amount of \$30,017.69, after allowances for trade in.

Discussion on the motion:

Commissioner Sarocka asked about the trade-ins.

Mr. Trigg explained the advantage of using trade-ins and getting a lower price as opposed to trying to declare it as used excess equipment and auction it off.

Commissioner Kilkelly asked if the new mower would be used exclusively at Bonnie Brook.

Mr. Trigg advised that the equipment is for Bonnie Brook and there is other equipment available for Greenshire.

President Foley asked about the potential of wrong diesel fuel being used in the mower.

Mr. Trigg explained how the Park District protects against the wrong fuel being used in the equipment.

Following discussion, **Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.**

➤ Bonnie Brook Tree Removal Winter 2015-16

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve the low responsible bid of Perez Tree Service + Landscaping, Beach Park IL, with the alternate for a total bid of \$14,085 for the removal of 42 trees at Bonnie Brook Golf Course.

Staff noted that there was a wide variance between the low bid and the high bid and that staff was recommending the low responsible bidder Perez Tree Service + Landscaping.

Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.

▪ Community Relations

➤ Program Guide Printing 2016-17

Motion by Commissioner Jones, seconded by Commissioner Sarocka, to award the 2016-17 Quarterly Program Guide Printing Contract to Woodward Printing Services, Platteville WI, in the amount of \$59,613.

Discussion on the motion:

Teddy Anderson advised that 25 different printers were asked to submit bid proposals and that seven bids were received. The quote from Woodward Printing Services was the lowest responsible bidder and no bids were received from printers in Waukegan.

Commissioner Sarocka asked if the Park District had used Woodward Printing previously.

Ms. Anderson advised no, but she has seen their product.

Commissioner Kilkelly asked about the length of the contract.

Ms. Anderson stated that it was for one year.

Following discussion, **Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.**

- Administration
 - Hinkston Indoor Pool Bids
 - ❖ Masonry
 - ❖ General Trades
 - ❖ Roofing
 - ❖ Glass and Glazing
 - ❖ Painting
 - ❖ Swimming Pool
 - ❖ Fire Protection
 - ❖ Plumbing
 - ❖ HVAC
 - ❖ Electrical

Motion by Commissioner Bridges, seconded by Commissioner Kilkelly, to table this matter to be voted on at the January 26, 2016 special meeting. Motion carried unanimously.

C. Approval of 2016 Jeff Ellis & Associates Agreement - Outdoor Pool.
Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve the agreement between the Waukegan Park District and Jeff Ellis Management, LLC for aquatic services for Ganster Pool.

Discussion on the motion:

Commissioner Sarocka asked if the Park District was going to use Jeff Ellis Management at the Hinkston pool when it opens.

Mr. Lerner indicated that they likely would.

Commissioner Kilkelly asked about insurance.

Mr. Petry explained that the insurance coverage provided by Jeff Ellis is integrated with the coverage from PDRMA.

Following discussion, **Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.**

D. Resolutions

- #2016-01 Semi Annual Review of Closed Session Minutes.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to table this until the January 26, 2016 special meeting.

E. Towel Tracker Memo and Proposal. **Motion by Commissioner Kilkelly, seconded by Commissioner Sarocka, to approve a contract between the Waukegan Park District and Towel Tracker for a towel tracking system at the Field House in the amount of \$29,865 as part of the 2016-17 Capital Improvement Budget.**

Discussion on the motion:

Mr. Lerner stated that he is requesting this approval out of the current fiscal budget and is anticipating a savings of approximately \$24,000 annually.

Mr. Stevens explained how the system will work and handed out brochures concerning the system. Mr. Stevens noted that the Park District loses about 5,000 towels annually between people who just take the towels and people who inadvertently walk off with a towel in their gym bag. He further explained that this is a scanner system and requires the towels to be returned.

Commissioner Kilkelly asked if there are tags on the towels.

Mr. Stevens stated that there are tags on the towels. He further stated that there is a savings in energy costs and labor.

Commissioner Kilkelly asked when the new towel tracking system would be implemented.

Mr. Stevens advised that it will take approximately 60-90 days to install the tracking equipment and then approximately 60 days after that before the system is activated to allow educating the patrons as to how the system will work.

President Foley suggested that a good effort is made in posting notices explaining the towel tracking system.

Mr. Glogovsky reminded the commissioners that the first budget workshop will be on January 26, 2016.

VII. Closed Session.

Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to adjourn into closed session to discuss the status of collective bargaining negotiations pursuant to 5 ILCS 120/2(C)(2), pending litigation pursuant to 5 ILCS 120/2(c)(11) and purchase of real estate pursuant to 5 ILCS 120/2(C)(5). Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None.

Absent: None. Motion carried unanimously. Regular session adjourned at 6:32 p.m.

Following closed session, **Motion by Commissioner Jones, seconded by Commissioner Sarocka, to reopen regular session. Motion carried unanimously.** Executive session ended at 7:22 p.m.

VIII. Next Meeting

- A. Committee of the Whole, January 26, 2016
 - Budget Workshop #1

IX. Commissioner Comments

Commissioner Kilkelly appreciated the staff's work for the Employee Recognition Dinner and thought that the event went extremely well.

Commissioner Bridges complimented the staff on the Polar Bear Plunge, Employee Recognition Dinner and that he is looking forward to attending the dinner in 2017. He also complimented Mr. Trigg on the quality of the skating ponds that his staff put into place.

Commissioner Jones echoed the sentiments of Commissioner Kilkelly and Commissioner Bridges. He thought that the Employee Recognition Dinner went extremely well and he particularly complimented Sally Sandine and her team for putting the dinner together. He also thanked staff for placing the flyers announcing upcoming activities in the schools.

Mr. Petry stated that this is at the option of the principal at each school, so it is important to tell the principal how nice they are for putting the flyers out.

Commissioner Sarocka welcomed back Ms. Freeman and said that the commissioners are very supportive and wished her a speedy recovery.

President Foley indicated that the Employee Recognition Dinner was a wonderful success and to do it again in the future.

Mr. Petry asked the commissioners if they would be available for dinner during the IAPD conference and that he would host a dinner on January 28 at 6:00 p.m. He also reminded the commissioners that there is an employee lunch during the conference on January 29.

XI. Adjournment.

Motion by Commissioner Jones, seconded by Commissioner Sarocka, to adjourn. Motion carried unanimously. Meeting adjourned at 7:33 p.m.

Respectfully submitted,

Charles W. Smith
Board Secretary