

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
April 14, 2015**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on April 14, 2015 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 4:30 p.m. by President Duffy who directed a call of the roll.

II. Roll Call

Present: Commissioners Foley, Kilkelly, Sarocka, Bridges, and President Duffy.
Absent: None. Also present was Executive Director Greg Petry, Chuck Smith.

III. Consent Items

- A. Minutes
 - March 10, 2015 (Board of Commissioners Meeting)
 - March 24, 2015 (Special Board Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements

Motion by Commissioner Kilkelly, seconded by Commissioner Bridges, to approve the Consent Items and pay bills as presented. Roll call to the motion: Ayes: Foley, Kilkelly, Sarocka, Bridges, Duffy. Nays: None. Absent: None. Motion carried unanimously.

IV. Public Portion

President Duffy introduced Mark Jones, the newly elected commissioner who will take office at the May meeting. Mr. Jones stated that he is looking forward to being part of the Board and contributing to the continued success of the Park District.

Introduction of Interns. Jay Lerner introduced Andriana Smith, who has been working for several weeks as an intern at the Field House. Ms. Smith stated that she is in her senior year at Western Illinois University and that she has been a summer employee in Special Recreation for the last five years. She is pursuing a Masters Degree at Western Illinois.

V. Progress Reports

A. Executive Director. Greg Petry provided a written report. He reviewed the goals of the Strategic Plan Update. Mr. Petry also reported on the software that

has been purchased within the last year and that he had good meeting with staff concerning the goals formulated under the Strategic Plan.

B. Attorney. Mr. Smith had no report for the Board.

President Duffy addressed an email received by the Park District between Commissioner Sarocka and Marilyn Krieger, Executive Director of the Zion Park District, regarding Commissioner Sarocka's attempts to golf at Shepherd's Crook Golf Course on April 12, 2015. The commissioners had received copies of Commissioner Sarocka's email and Ms. Krieger's letter to Commissioner Sarocka dated April 14, 2015.

Commissioner Kilkelly stated that she was disappointed in the turn of events and considered Commissioner Sarocka's actions to be a bad reflection on the Park District.

Commissioner Bridges that he did not understand why this incident had occurred and considered Ms. Krieger's letter complaining about Commissioner Sarocka to be a black eye for the Park District and wanted to move past this.

Commissioner Foley stated her opinion that this issue should have been addressed in executive session under personnel. She was advised that this is not a personnel or employee matter such as can be addressed in executive session.

Commissioner Sarocka clarified his position stating that over the past years he has golfed at various park districts and other golf courses in an attempt to evaluate programs that they utilize to see if there are ways to make improvements at the Waukegan Park District's golf courses. He explained that he had attempted to contact Ms. Krieger about a tee time and that because of the change in weather conditions in the Spring, the opportunity to play on March 12 had arisen quickly. His email was an attempt to apologize to the Zion Park District for the late notice. He stated that he had drafted a response to Ms. Krieger regarding this incident and explained that this is nothing different than he has done over the last six years, but he did feel that it was necessary to apologize for the late notice. He indicated that he would clean up his draft and submit a final version at the next board meeting.

Commissioner Sarocka further stated that he does not view Ms. Krieger's letter as a black eye on the Park District.

Commissioner Bridges states that he feels that Zion's reaction to this incident has not been blown out of proportion and wants the Waukegan Park District to apologize to Ms. Krieger and the Zion Park District.

Commissioner Kilkelly concurred with Commissioner Bridges' position.

Commissioner Foley offered no comment.

President Duffy stated that he agreed with the statements of Commissioner Kilkelly and Commission Bridges and he wanted the Board Secretary and Executive Director to write a letter of apology on behalf of the Board to Ms. Krieger and the Zion Park District.

C. IAPD/Legislation Update. Mr. Petry reported that the OSLAD grants are still being reviewed. He was advised that everyone in Springfield who is part of the review process stated that the Waukegan Park District pool project scored very high and hopefully the grant will ultimately be approved and paid.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report. He reported that on April 9 the Park District received a check for a little over \$262,000 in personal property tax replacement. This is approximately \$130,000 in excess of the budget amount and is good news for the Park District.

D2. Cultural Arts. Claudia Freeman presented her written report. Ms. Freeman reminded the commissioners that there is a Cultural Arts advisory committee meeting on April 30. She also stated that the Bowen Theater Company is performing "It's More Fun Than Bowling".

D3. Parks. Michael Trigg presented his written report. He stated that April 24, 2015 is Arbor Day and that an Oak tree will be planted at Hinkston Park at 11:00 a.m.

Commissioner Bridges asked whether local companies had been approached about bidding on the landscaping work.

Mr. Trigg advised that local companies had been given notice.

Commissioner Duffy raised the question about the damage along Belvidere Road at Roosevelt Park due to a recent storm.

Mr. Trigg advised that approximately six feet of pavement had washed out and needs to be replaced.

D4. Superintendent of Recreation. Jay Lerner submitted his written report that included his report on the Polar Bear Plunge and Halloweenfest. He advised that the funds for Halloweenfest are running very low and that the Park District would have to look for new sponsorship to continue to host future activities and Halloweenfest.

Mr. Lerner also reported that Eggstravaganza had gone very well.

President Duffy urged that based on attendance figures for Halloweenfest there needs to be an effort to find sufficient funding to maintain this event at its current level and that this event serves a number of young families and that the Park District must find the funds to continue the event.

Mr. Lerner stated that in addition to try and raise new sponsors, his staff is also looking at cost cutting measures to stretch the available dollars.

Commissioner Foley asked about attendance at Eggstravaganza.

Mr. Lerner advised that there was approximately 2,200 people in attendance.

Commissioner Bridges asked about the pool forum that was recently held for the public.

Mr. Petry advised that approximately 40 people attended and he considered it to be a good meeting.

Mr. Lerner concurred that the feedback from those attending the meeting was very positive.

Mr. Petry noted that the walking path had a lot of support and although it is bid as an extra, efforts should be made to see that there is sufficient funding to keep a walking path that is as large as the current path.

Mr. Lerner explained that he is working on the American Independence Parade and festivities and that the theme of this year's event will be "Celebrating Community". The committee is reviewing possible candidates for Grand Marshall.

VI. Review, Discuss, Decide

A. Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Working Cash (11-11-11-583-9999)	559.00	
Corporate (01-11-11-473-9999)		559.00

Purpose: Annual budgeted interest transfer.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#24 Wilson)(16-11-11-583-9999)	3,000.00	
Recreation)02-24-86-473-9999)		3,000.00

Purpose: Offset Bowen Park Theater Company program costs.

<u>Fund</u>	Memorial/Endow (#29 Symphony)(16-11-11-583-9999) Recreation (02-91-11-473-9999)	3,000.00	3,000.00
	<u>Purpose:</u> Offset WSOCC program costs		
<u>Fund</u>	Memorial/Endow (#48 Favero)(16-11-11-583-9999) Recreation (02-91-11-473-9999)	5,000.00	5,000.00
	<u>Purpose:</u> Offset program costs for the Do It Yourself Messiah		
<u>Fund</u>	Memorial/Endow (#2 JBC School)(16-11-11-583-9999) Recreation (02-24-11-473-9999)	65.75	65.75
	<u>Purpose:</u> To fund Cultural Arts Scholarships		
<u>Fund</u>	Memorial/Endow (#43 Rec Schol)(16-11-11-583-9999) Recreation (02-71-22-473-9999)	56.00	56.00
	<u>Purpose:</u> To cover swim lesson scholarships		
<u>Fund</u>	Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) Recreation (02-48-88-473-9999)	7,587.00	7,587.00
	<u>Purpose:</u> To offset costs for nature and family programs. (NRG and North Shore Gas sponsorship funds)		
<u>Fund</u>	Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) Recreation (02-13-13-473-9999)	1,743.00	1,743.00
	<u>Purpose:</u> To offset expenses for the 2014 Worldwide Day of Play		
<u>Fund</u>	Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) Recreation (02-13-3-473-9999)	408.00	408.00
	<u>Purpose:</u> To offset expenses for the 2014 Turkey Trot		
<u>Fund</u>	Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) Recreation (02-13-13-473-9999)	1,250.00	1,250.00
	<u>Purpose:</u> To offset expenses for the Eggstravaganza Trail Event		
<u>Fund</u>			

Special Recreation (08-16-00-583-9999)	5,892.00	
Memorial/Endow (#42 Spec Rec)(16-11-11-473-9999)		5,892.00

Purpose: Transfer of net proceeds from the Polar Bear Plunge

Fund

Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999)	4,000.00	
Special Recreation (02-97-24-473-9999)		4,000.00

Purpose: To offset camp supply expenses for archery, camping and fishing equipment (NRG Sponsorship funds)

Fund

Memorial/Endow (#42 Spec Rec)(16-11-11-583-9999)	1,222.00	
Special Recreation (08-48-66-473-9999)		1,222.00

Purpose: To offset expenses for the P2K2 and Strike Camps

Fund

Memorial/Endow (#42 Spec Rec)(16-11-11-583-9999)	210.00	
Special Recreation (08-16-00-473-9999)		210.00

Purpose: To offset expenses for the instructor for the Special Recreation family Zumba program

Fund

Memorial/Endow (#M5 Parade)(16-11-11-583-9999)	18,311.00	
Recreation (02-13-13-473-9999)		18,311.00

Purpose: To offset expenses for the 2014 Independence Day Festivities

Fund

Memorial/End (#M50 Halloweenfest)(16-11-11-583-9999)	14,387.98	
Recreation (02-13-13-473-9999)		14,387.98

Purpose: To offset expenses for the 2014 Halloweenfest

Fund

Memorial/Endow (#M51 Rec Spons)(16-11-11-583-9999)	300.00	
Recreation (08-48-66-473-9999)		300.00

Purpose: To offset expenses for the Leisure Education Programs

Fund

Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999)	950.00	
Recreation (02-13-13-473-9999)		950.00

Purpose: To offset expenses for the 2015 Eggstravaganza Trail Event

Fund

Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999)	150.00	
Recreation (02-48-88-473-9999)		150.00

Purpose: To offset costs for nature programs

Fund

Corporate (01-11-11-583-9999)	300,000.00	
Capital (30-11-11-473-9999)		300,000.00

Purpose: An additional transfer to Capital

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

B. Permissions to Accept Bids/Quotes

▪ Parks Department

•Jensen Court Home Demolition. **Motion by Commissioner**

Kilkelly, seconded by Commissioner Foley, to approve the quote of Grasswick Excavating of Waukegan IL, in the amount of \$12,800 for the demolition and removal of debris from the 626 Jensen Court property, as it was the low responsible bidder.

Discussion on the motion:

Commissioner Sarocka asked if the City had been requested to demolish the structure for the Park District at a lower cost.

Mr. Petry advised that several phone calls were made to the City and no response had been received. It is apparent that the City has too many homes that it needs to tear down and the Park District cannot wait because of liability issues.

Commissioner Bridges was asked if the Fire Department might be interested in burning down the structure as a training exercise.

Commissioner Bridges stated that the Fire Department can no longer receive state EPA approval to do controlled burns of that nature. He did report that the Fire Department had used the house extensively for training, but cannot burn it down. He stated that the Fire Department is greatly appreciative of the Park District in making the house available for training exercises.

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

•Contractual Mowing Services. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the two year quote from Acres Group of Wauconda IL, in the amount of \$12,714 for each of the two years for contractual mowing services for Arbor Park, Country Lane Park, Diversity Park, Rudd Farm Park, and Serenity Park. It was noted that Acres Group was the low responsible bidder. Roll call to the motion: Ayes: Foley, Kilkelly, Sarocka, Bridges, Duffy. Nays: None. Absent: None. Motion carried unanimously.**

• NuToys Playground Equipment Audit Repairs. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the quote from NuToys Leisure Products of LaGrange IL, in the amount of \$13,926.90 for miscellaneous playground parts for repairs, replacement and/or maintenance for corrective action to Priority 1 and 2 Non-Compliant Hazards as identified in the Playground Safety Audit Reports for Victory Park, Washington Park, Yeoman Park, Woodard Park, Graham Park, Upton Park, Powell Park, Park in the Glen, Country Lane Park, Belvidere Park, Ben Diamond Park, Diversity Park and Bevier Park.**

Discussion on the motion:

Mr. Trigg pointed out that a recent audit of playground equipment had shown that there are safety problems at Victory Park, Washington Park, Yeoman Park, Woodard Park, Graham Park, Upton Park, Powell Park, Park in the Glen, Country Lane Park, Belvidere Park, Ben Diamond Park, Diversity Park and Bevier Park. He also pointed out that NuToys is a sole provider of replacement parts for this equipment and that the quote of \$13,926.90 was fair and reasonable.

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

•Recreation Vehicle Replacement. **Motion by Commissioner Bridges, seconded by Commissioner Foley, to approve the purchase of a 2015 Ford Transit Long Wheelbase 15 Passenger Wagon XLT under State Contract #4017336 in the amount of \$31,619.88 from Gillespie Ford of Gurnee IL.**

Discussion on the motion:

Commissioner Kilkelly asked if Park District programs would be advertised on the outside of the vehicle.

Mr. Petry advised that there would be advertising on the vehicle.

Commissioner Foley asked what color the vehicle would be.

Mr. Trigg explained that it will be white because the shade of green available does not work well with the advertising that the Park District wants.

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

•3D Design Studio - Bevier Tennis and Basketball Court Renovation Proposal. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the proposal of 3D Design Studio for Design Development, Construction Documents and Construction Observation of the Bevier Tennis and Basketball Court renovation project in the amount of \$13,000.**

Discussion on the motion:

Commissioner Bridges asked if this was part of the current budget for parks.

Mr. Trigg advised that it is under the Capital Improvement portion of the budget.

Commissioner Foley asked about the pickleball courts to be installed at Bevier Park, stating that she had been approached by several pickleball enthusiasts and they did not like the overlay of striping over the tennis court lines.

Mr. Trigg advised that this will be addressed at a public outreach meeting, but the Board would have the final approval as to how the courts will be striped

There were discussions as to the differences between pickleball and tennis.

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

C. Amendments to Policy #3.01, Mission, Vision and Value Statements. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve amendments to Policy 3.01 of the Park District's Mission, Vision and Value Statements. **Motion carried unanimously on a voice vote.**

D. University of Illinois Extension Service

▪ Community Recreation Center for Urban 4-H Program. **Motion by Commissioner Bridges, seconded by Commissioner Foley, to approve the lease between by Waukegan Park District and the Board of Trustees of the University of Illinois for the 4-H program at the Community Recreation Center, 724 S. Genesee Street, Waukegan, with a lease period of July 1, 2015 through June 26, 2016. Roll call to the motion: Ayes: Foley, Kilkelly, Sarocka, Bridges, Duffy. Nays: None. Absent: None. Motion carried unanimously.**

E. President Terry Duffy Celebration and Recognition. The commissioners discussed the recognition of commissioner and president Terry Duffy, who will be ending his term with the Park District at the May 2, 2015 meeting. President Duffy stated that his work as a commissioner has been a labor of love and that his sons all received quality recreational opportunities. His service as a commissioner was his way of giving back to the community for all that has been afforded to his family through the Park District and he did not want any particular recognition.

VII. Closed Session.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to enter into closed session to discuss the potential purchase of land pursuant to 5 ILCS 120/2(C)(5). Roll call to the motion: Ayes: Foley, Kilkelly, Sarocka, Bridges, Duffy. Nays: None. Absent: None. Motion carried unanimously. Closed session commenced at 5:37 p.m.

VIII. Next Meeting

A. COW and Special Meeting - April 28, 2015 have been rescheduled to April 27 at 4:30 p.m.

IX. Commissioner Questions.

Commissioner Kilkelly stated her appreciation to Terry Duffy for his years of service as a commissioner and that she will miss working with him.

Commissioner Bridges stated that while he has only been on the Board two years, he has also greatly enjoyed working with President Duffy and will miss him as well.

Commissioner Foley also expressed her appreciation and enjoyed working with President Duffy.

Commissioner Sarocka had no comment.

President Duffy had no comment.

Following commissioner comments, Mr. Petry played a voice mail that had been left by a constituent expressing her appreciation to the staff at Hinkston Park and noted several individuals who performed outstanding public service to make Hinkston a wonderful place for recreation.

The commissioners expressed their appreciation for receiving this type of positive feedback from the Park District constituents.

X. Adjournment.

Motion by Commissioner Bridges, seconded by Commissioner Foley, to adjourn. Motion carried unanimously. Meeting adjourned at 5:50 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith
Board Secretary