

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
April 8, 2014**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on April 8, 2014 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 Kilkelly who directed a call of the roll.

II. Roll Call

Present: Commissioners Duffy, Foley, Sarocka, Bridges and President Kilkelly.
Absent: None. Also present was Executive Director Greg Petry and Board Attorney/Secretary Charles Smith.

III. Consent Items

- A. Minutes
 - December 12, 2013 (Special Meeting - Golf Advisory Committee)
 - February 20, 2014 (Special Meeting - PARC Grant-Pool)
 - March 11, 2014 (Board of Commissioners Meeting)
 - March 25, 2014 (Committee of the Whole Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements

Motion by Commissioner Bridges seconded by Commissioner Sarocka, to approve the consent items with amendments to the Minutes of March 11, 2014 and March 25, 2014, and pay the bills as presented. Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None.

IV. Public Portion

No members of the public asked to the address the Board.

V. Progress Reports

A. Executive Director. Greg Petry submitted a written report. He advised of the progress on the Strategic Plan.

Commissioner Foley raised a question concerning the Lakefront Committee.

Mr. Petry explained that the Mayor is attempting to bring diverse groups together to try and apply for grants and to begin to foster development of the lakefront.

Commissioner Sarocka asked if the City was acquiring any property on the lakefront.

Mr. Petry advised that the City has made inquiries about the Diamond Scrapyard property and other properties along the lakefront, but at this time nothing has been acquired.

Commissioner Bridges raised a question about the Park District's policy in giving preference to city residents for jobs, and in particular, summer jobs.

Mr. Petry explained that while there is no formal policy, that staff does try to hire Waukegan residents if there are applications for the position.

Commissioner Bridges asked if staff could put together the percentage of employees, both full and part time, who are city residents. Staff is to provide that information.

Commissioner Bridges also asked how contracts are let.

Mr. Petry advised that contracts are let on a competitive bid basis, and while the Park District does everything it can to encourage Waukegan companies to apply for the work, by state law the Park District must award bids to the lowest responsible contractor.

Staff will provide Commissioner Bridges with a copy of the Park District's vendor list so that he can see what companies are currently doing business with the Park District.

Commissioner Foley noted that much of the work that the Park District awards is specialized work and that sometimes contractors located outside of Waukegan receive the contract as there may not be Waukegan businesses with the necessary expertise or equipment.

B. Attorney. Mr. Smith reported on the progress of the tax protest cases and reviewed the allegations of "excessive accumulation" that the plaintiffs are alleging. Mr. Smith explained the Park District's position is that all levies and monies collected are utilized to maintain the same high level of service and programs. Because of the

declining EAV since 2008, funds have been shifted from one fund to another in order to debt service the major expansion projects of the SportsPark and the Field House.

Mr. Glogovsky and Mr. Petry also participated in this discussion relative to how the Park District is handling the tax cases.

C. IAPD/Legislation Update. Mr. Petry announced that Mr. Trigg has been invited by the governor to attend the announcement of the OSLAD grants and that there is a \$400,000 grant to the Park District for Clearview Park.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report. He reviewed the 2013 levy extensions as well as the continuing decline in EAV. The EAV will be down 11.42% over the previous year and the budget had planned on a decline of 10.5%. This difference will mean an additional \$50,000 lost in revenue.

Mr. Glogovsky stated that the Personal Property Replacement Tax continues to do well and that the last payment received for the fiscal year amounted to \$240,000 over the budgeted amount.

Commissioner Foley congratulated Mr. Glogovsky and his staff on receiving the Excellence of Financial Reporting award for fiscal year 2013 for the comprehensive annual financial report.

Commissioner Foley questioned the submitted safety report and inquired about the damage to the parking lights at the SportsPark.

Mr. Trigg explained that there was wind damage to the lights at Bevier Park and Grosche Field. Mr. Trigg advised that repairs are being made.

Commissioner Sarocka raised a question concerning the food budget.

Mr. Glogovsky stated that with better food, revenue has been increasing and he is expecting increased revenue from food and beverage sales at Bonnie Brook. However, Mr. Glogovsky also stated that the historic cold winter and snow impacted the banquet facilities for January, February, and March.

D2. Cultural Arts. Claudia Freeman submitted her written report. She advised that she will be judging the 10th Congressional District Art Fair on April 17, 2014.

D3. Parks. Michael Trigg presented his written report. He advised that Arbor Day is April 25 and he will be assisted by students from Most Blessed Trinity Academy for the tree planting at Powell Park.

Mr. Trigg also provided the report from Davey Resource Group concerning the Emerald Ash borer disease. This report reflected that approximately 18% of the trees within the Park District are Emerald Ash. He also reported the damage to the trees by woodpeckers. The Emerald Ash infestation is in the early to mid-stage and there are approximately 918 trees affected and it is most financially prudent to address this problem over time. A variety of strategies to combat the Emerald Ash were discussed, including removal and replacement of the most seriously affected trees and to attempt some chemical treatment for the trees in the earlier states of infestation.

Commissioner Bridges confirmed that the ash tree treatment is not a good option.

Commissioner Foley asked about the replacement of the trees and what trees would be used.

Mr. Trigg advised that primarily oak and elm trees would be used.

Mr. Trigg also stated that he is working with the Lake Forest Forester who is providing assistance in selecting the species for tree replacement and that this will be a 5 - 10 year plan.

Commissioner Sarocka inquired about the removal of a large tree at Bonnie Brook golf course.

Mr. Trigg stated that the tree was diseased and needed to be removed.

Commissioner Sarocka raised a concern about unemployment claims.

Mr. Trigg advised that he works with a consultant on the claims and that usually he testifies by way of a phone interview.

Mr. Glogovsky and Mr. Trigg stated that the Park District has done well in pleading their case on the phone interviews with the Department of Employment and Security.

D4. Superintendent of Recreation. Jay Lerner submitted his written report, which included a report on the Polar Bear Plunge and parade. Overall the Polar Bear Plunge went well and improvements were reviewed.

The theme of the 2014 Independence Parade is "Bringing Home the Gold" highlighting the gold medals won by the Park District and the Library District. The Grand Marshal will be Mayor Wayne Motley, former member of the Board of Commissioners.

Commissioner Foley wants the gold medal celebration to include accolades for the Fire Department that recently won competition in fire skills.

Commissioner Foley also commented about autism and asked if the Park District could partner with other agencies on this issue.

Commissioner Sarocka commented on the efforts to assist families affected by autism.

Commissioner Sarocka suggested awards to those people to bring in significant sponsorships or contributions for the Polar Bear Plunge.

Commissioner Duffy stated that he opposes this idea and that the recognition that the sponsors receive in the program and on the day of the event should be sufficient. He opposes giving things away.

Mr. Petry pointed out that the Park District has to be careful to only give away things of nominal value, otherwise there is a requirement of reporting for federal income tax purposes.

Commissioner Foley raised a question concerning the need for a 501(c) (3) status for the Foundation to support park activities.

Mr. Smith advised that there is a large distinction between an Illinois non-for-profit corporation and one that has internal revenue service 501(c)(3) status. The process for obtaining and maintaining the 501(c)(3) status is very involved and requires a dedicated board to maintain the tax exempt status.

Mr. Lerner reminded the Board that the Eggstravaganza will be held on Saturday, April 12, 2014.

Commissioner Bridges asked questions concerning the thefts from the Fieldhouse parking lot.

Mr. Glogovsky stated that two parking lot incidences, one of which was fully captured on camera and recorded the license plate number of the vehicle that transported the offenders and the theft from the vehicle.

Commissioner Sarocka congratulated Mr. Lerner and his staff on the number of active memberships at the Field House.

VI. Review, Discuss, Decide

A. Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Working Cash (11-11-11-583-9999) Corporate (01-11-11-473-9999)	2,079.00	2,079.00

Purpose: Annual Budgeted interest transfer.

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

Purpose: Offset Bowen Park Theater Company program costs.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#29 Symphony)(16-11-11-583-9999) Recreation (02-91-11-473-9999)	3,000.00	3,000.00

Purpose: Offset WSOCC program costs.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#48 Favero)(16-11-11-583-9999) Recreation (02-91-11-473-9999)	5,000.00	5,000.00

Purpose: Offset program costs for Do it Yourself Messiah.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#2 JBC School)(16-11-11-583-9999) Recreation (02-24-11-473-9999)	277.22	277.22

Purpose: To fund Cultural Arts Scholarships.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#16 O'Dell)(16-11-11-583-9999) Recreation (02-24-11-473-9999)	47.00	47.00

Purpose: To fund art, theater, and music scholarships for Cultural Arts programs.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#49 Maxwell)(16-11-11-583-9999) Recreation (02-24-11-473-9999)	300.00	300.00

Purpose: To fund art, theater, and music scholarships for Cultural Arts programs.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#51 Rec Spns)(16-11-11-583-9999) Recreation (02-13-13-473-9999)	2,000.00	2,000.00

Purpose: to offset expenses of the Live Green Family Festival.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#43 Rec Schol)(16-11-11-583-9999) Recreation (02-71-22-473-9999)	136.00	136.00

Purpose: To cover swim lesson scholarships.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#43 Rec Schol)(16-11-11-583-9999) Recreation (02-46-92-473-9999)	265.00	265.00

Purpose: To cover youth basketball scholarships.

<u>Fund</u>	<u>From</u>	<u>To</u>
Special Recreation (08-16-00-583-9999) Memorial/Endow (#42 Spec Rec)(16-11-11-473-9999)	10,660.78	10,660.78

Purpose: Transfer of net proceeds from Polar Bear Plunge.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#51 Rec Spns)(16-11-11-583-9999) Recreation (02-13-13-473-9999)	1,332.00	1,332.00

Purpose: To offset expenses for the 2013 Worldwide Day of Play.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#51 Rec Spns)(16-11-11-583-9999) Recreation (02-13-13-473-9999)	500.00	500.00

Purpose: To offset expenses for 2013 Turkey Trot.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) Recreation (02-13-13-473-9999)	1,250.00	1,250.00

Purpose: To offset expenses for Eggstravaganza Trail Event.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#51 Spec Spons)(16-11-11-583-9999) Special Recreation (02-48-88-473-9999)	243.00	243.00

Purpose: To offset special recreation participant fees for P2K2 and Independent Leisure Skills

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#42 SpecRec)(16-11-11-583-9999) Special Recreation (08-48-66-473-9999)	1,665.00	1,665.00

Purpose: To offset expenses for nature programs.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#M5 Parade)(16-11-11-583-9999) Recreation (02-13-13-473-9999)	7,885.00	7,885.00

Purpose: To offset expenses for 2013 Independence Day Parade.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999) Capital (30-11-11-473-9999)	1,000,000.00	1,000,000.00

Purpose: Budgeted transfer for FY2013-14.

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

B. Authorization to Accept Bids/Quotes

■ Parks

Recycle and Solid Waste Collection/Disposal Services. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the bid of Advanced Disposal Services Midwest in the amount of \$11,430 to cover the period from May 1, 2014 through April 30, 2016. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges. Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

■ Tree Pruning/Removals. **Motion by Commissioner Sarocka, seconded by Commissioner Duffy to accept the low bid of Bartlett Tree Experts in the amount of \$15,520 for 2014 Hazard Tree Removal and Pruning in various parks. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges. Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

Mr. Trigg explained that free firewood would be available to residents and that the residents would be required to get a permit and sign a hold harmless agreement.

■ PMF Exterior Wall Change Order. **Motion by Commissioner Bridges, seconded by Commissioner Foley, to accept Foxfield Construction's Change Order 1 for the park maintenance facility building in the net amount of \$4,772.20. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

C. 2015-20 Parks and Open Space Master Plan

■ Master Plan Committee and Focus Group Meeting Schedule. Tim Girmscheid reviewed the plans for public participation in the Parks and Open Space Master Plan. The staff is looking forward to commencing the work on May 1, 2014, and a board liaison was requested.

Commissioner Duffy noted every commissioner will want to be involved in some aspects of this project.

Mr. Girmscheid advised that the various meetings with representatives of different areas of the city, as well as governmental liaisons will result in recommendations that will be brought to the full board before the Master Plan is approved.

D. Executive Director Representation at Sister City Program. **Motion by Commissioner Bridges, seconded by Commissioner Foley, to approve Mr. Petry's travel to Japan, at his personal expense for travel, lodging, food, etc., to participate along with elected officials of the City of Waukegan, in the Sister City program with the City of Miyazaki, Japan. This would involve Mr. Petry being gone for approximately 10-12 days in late May with no reduction of vacation or loss of personal days. The Board was advised that there would be no out-of-pocket costs to the Park District. Motion carried unanimously.**

E. AT&T Mobility Proposal Letter IL1118. The Board reviewed submitted documents from Matthew Collins of Telecom Site Management, Inc. concerning AT&T Mobility's request to install a 130' communication tower at Bonnie Brook golf course. The possible negative aesthetics of such a tower and the effect on surrounding neighbors, as well as the revenue proposed by AT&T of approximately \$1,200 per month in the first five years was also discussed. **Motion by Commissioner Foley, seconded by Commissioner Bridges, to decline AT&T's offer, the Board not wanting a 130' pole constructed on its property. Motion carried unanimously.**

VII. Closed Session.

No motion was made to adjourn to closed session.

VIII. Commissioner Questions.

Commissioner Duffy had no comments.

Commissioner Bridges discussed Arbor Park and stated that staff had done a good job with the event.

Commissioner Foley stated her appreciation for April's work on the Park Vine newsletter.

Commissioner Foley also stated that she wanted the phone directory updated as many names were not connected with the proper phone number.

Commissioner Foley stated she was aware of an incident where an out of town resident claimed that he/she was denied use of the Field House, even though they offered to pay out of district rates.

Mr. Lerner will contact the individual and explain the position of the Park District.

Commissioner Sarocka asked if the Park District had any old ball washers that residents could purchase. Staff is to make inquiry.

Commissioner Sarocka also stated that he received a complaint from an individual who rented the Belvidere Rec Center that their party was made to feel uncomfortable and felt pushed out as the closing time approached. The staff person in question was also conducting personal business on his cell phone at a time when he should have been supervising the event.

Mr. Lerner will make inquiry concerning this complaint.

President Kilkelly advised that she has received comments from the public that the staff at the Field House had not been as friendly as they were in the past in the early morning hours.

President Kilkelly also inquired whether the Park District is participating in the First Tee program and was advised that the District is participating in the program.

President Kilkelly spoke of a Drive, Put, and Pitch program for youth. Staff will look into the benefits of this program.

President Kilkelly also suggested the Park District look into one day of free swimming.

Staff explained that there had been free sessions on Fridays in the past that had resulted in a lot of problems with the people who were not paying to use the facilities did not respect the facilities.

Commissioner Duffy reviewed available programs to introduce youth to golf.

IX. Adjournment.

Motion by Commissioner Duffy, seconded by Commissioner Bridges, to adjourn. Motion carried unanimously. Meeting adjourned at 6:25 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith
Board Secretary