

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
February 9, 2016**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on February 9, 2016 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 5:00 p.m. by Acting President George Bridges who directed a call of the roll.

II. Roll Call

Present: Commissioners Kilkelly, Sarocka, Jones and Bridges. Absent: President Foley. Also present was Executive Director Greg Petry and Board Attorney/Secretary Charles Smith.

It was announced that President Foley would be a few minutes late to the meeting.

III. Consent Items

A. Minutes

- January 12, 2016 (Board of Commissioners Meeting)
- January 26, 2016 (Special Board Meeting)

B. Bills

C. Payroll

D. Financial Statements

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

IV. Public Portion

A. Introduction of Special Recreation Intern. Chelsea Prater was introduced as a Special Recreation intern. She presented a short biography. Also introduced was Jose Delgado who was recently promoted to Registration at the FieldHouse. Mr. Delgado gave a brief biography, including that he is a life long Waukegan resident.

V. Progress Reports

A. Executive Director. Greg Petry presented his written report. He stated that his meeting with the school district went well and that the school district is attempting to move its pool operations over to the Park District.

- Intergovernmental Agreement with School District update per PDRMA. Discussion was had concerning the IGA between the Park District and the School District.

Commissioner Bridges commented that the meeting with the School District had a positive outcome.

- Joint Legislative Committee Breakfast. Mr. Petry reminded the commissioners of the Committee breakfast scheduled for February 26, 2016 at the Lake Bluff Park District.

Commissioners Kilkelly and Jones indicated that they would be in attendance.

B. Attorney. Mr. Smith had no report to make to the board.

C. IAPD/Legislation Update. Mr. Petry reported that nothing is going on in Springfield with the current budget stalemate. The IAPD is hiring a consultant to help with grants. The House and Senate are scheduled only to be in session five days together in this session.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky submitted his written report.

Commissioner Sarocka asked about banning individuals for fighting and possession of a gun.

Commissioner Jones suggested strictly enforcing a one year ban for fighting.

Motion by Commissioner Kilkelly, seconded by Commissioner Jones, to seat President Foley at 5:15 p.m. Motion carried unanimously.

Commissioner Bridges asked about the July 28, 2016 Partners in Parks event and requested information as to the number of perspective employees who had failed drug tests.

Mr. Glogovsky advised that Tanya Brady's report contains the pass/fail results of drug tests.

Commissioner Bridges stated that he wanted to know the number of failures and Mr. Glogovsky stated he would provide those numbers for 2015.

Procedures for testing individuals were reviewed by the staff.

Commissioner Sarocka requested a correction of the dates in the golf report.

D2. Cultural Arts. Claudia Freeman submitted her written report. She stated that there were not enough cast members who auditioned for the production of *Comedy of Errors*. The theater group will perform a different play, *On the Verge*, that will have fewer cast members.

Commissioner Kilkelly asked Ms. Freeman when the interview was scheduled for a cultural arts specialist.

Ms. Freeman stated that she hopes to have the individual hired by March, 2016.

The commissioners had a continuing discussion concerning the changes to the Bowen Theater group.

D3. Parks. Michael Trigg presented his written report. He stated that he should have a new hire for the Trades Worker position by February 22, 2016.

Commissioner Sarocka asked questions concerning roof repairs at the Bonnie Brook clubhouse.

Mr. Trigg explained that he is seeking bids for the maintenance work.

Commissioner Sarocka had a question about the property on McAlister and was advised that the tenants have vacated the building.

President Foley advised that she has looked at the property at 14845 Yorkhouse.

Commissioner Sarocka suggested that all the commissioners look at the inside of the house.

President Foley suggested a discussion as to the use of the property.

The commissioners agreed to place this matter on the February 22 committee of the whole meeting for further discussion.

President Foley asked questions about the final design of the Lyons Woods to Savanna Path and is interested in having a dedicated 5k run in that area.

D4. Superintendent of Recreation. Jay Lerner submitted his written report, which included Halloweenfest. There was a much smaller turnout in 2015 due to the weather conditions. Staff continues to feel that it is a very worthwhile event.

Commissioner Kilkelly asked about soccer events.

Mr. Lerner stated that he was trying to attract more soccer tournaments to the SportsPark.

Commissioner Kilkelly also asked about the greenhouse and was advised that Jen Dumas was trying to work on the greenhouse with limited resources.

Commissioner Kilkelly asked about the capacity for parking at the new Halloweenfest location. Staff will provide an update.

President Foley asked about adult softball and whether there is still a demand for fields.

Mr. Lerner responded that most teams play between May and October and these all take place at the SportsPark. Adult softball remains one of the most active events that the Park District runs.

VI. Review, Discuss, Decide

A. Interfund Transfers

	<u>Fund</u>
Mem/Endow(#5 Parade) (16-11-11-583-9999)	1,000.00
Recreation (02-13-13-473-9999)	1,000.00

Purpose: To offset expenses of the 2015 American Independence Festivities.

	<u>Fund</u>
Mem/Endow (#51 Rec Spons)(16-11-11-583-9999)	1,000.00
Recreation (02-13-13-473-9999)	1,000.00

Purpose: To offset expenses of the 2015 Worldwide Day of Play event.

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem/Endow (#51 Rec Spons)(16-11-11-583-9999)	4,050.00	
Recreation (02-13-13-473-9999)		4,050.00

Purpose: To offset expenses of the 2015 Halloweenfest.

	<u>Fund</u>	<u>FromTo</u>
Mem/Endow (#51 Rec Spons)(16-11-11-583-9999)	550.00	
Recreation (02-13-13-473-9999)		550.00

Purpose: To offset expenses of the 2015 Christmas with the Clauses event.

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. Authorization to Accept Bids/Quotes

▪ Parks

➤ Bevier Park Tennis Court Renovation. **Motion by Commissioner Jones, seconded by Commissioner Kilkelly, to approve the low bid of Chicagoland Paving Contractors, Inc., of Lake Zurich IL, in the amount of \$242,643.60 for the Bevier Park Tennis Court renovation.**

Mr. Trigg reviewed the bid tabulations and stated that this was a rebid and that good results had been achieved by rebidding the project. He stated that six pickleball courts and two tennis courts will be installed as a result of the repaving and new fencing will be installed.

Commissioner Sarocka noted the substantial savings as a result of the rebid process.

Mr. Glogovsky reviewed changes to the budget, soil stabilization, the project contingency, and the bid alternatives.

Commissioner Bridges asked if anything was done concerning lighting.

Mr. Trigg advised that lighting is not included in the project.

Commissioner Sarocka asked if there was any need to work with the Army Corps of Engineers on this project and Mr. Trigg advised that the Army Corps of Engineers was not necessary on the project.

Commissioner Jones asked about the amount of use to justify such a large expenditure for pickleball. It was noted that over 30 people had attended the meeting demanding more pickleball courts.

Commissioner Bridges asked if pickleball is currently at Bevier Park and was advised not at this time.

Commissioner Kilkelly asked when the work would be completed and was advised that it will be done by June 2016.

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

➤ 2016 Spring Tree Planting in Various Parks. **Motion by Commissioner Jones, seconded by Commissioner Kilkelly, to approve the low bid of Brancato Landscaping, Inc. of Elk Grove Village IL, in the amount of \$23,325 for the 2016 spring tree planting at various parks.**

Mr. Trigg stated that he had checked the references for Brancato Landscaping and that they all came back positive.

President Foley asked why oak trees were being planted.

Mr. Trigg advised that spring is the best time to plant oak trees and that other species will be planted at other times during the year.

Commissioner Sarocka asked about the wood at Bonnie Brook golf course.

Mr. Trigg advised that the wood would be made available to the public.

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

➤ Yorkhouse Property Asbestos Abatement. **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to table the awarding of this contract until February 22, 2016 at a continued meeting of the Board.**

Commissioner Sarocka had asked about the time for the work.

Mr. Trigg that no time table had been selected.

Commissioner Bridges asked if the asbestos had to be removed and was advised that it had to be removed.

Following discussion, **motion to table the awarding of the contract unanimously approved.**

C. Agreements

▪ University of Illinois Agreement. **Motion by Commissioner Kilkelly, seconded by Commissioner Bridges, to approve the Gross Lease Standard Base Form Local Government/No Tenant Improvements Modified for U.**

of I. Extension between the Waukegan Park District and the University of Illinois. Roll call to the motion: Ayes: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.

D. Ordinances

▪ An ordinance abating the tax heretofore levied for the year 2015 to pay debt service on, \$4,250,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2012B, \$4,915,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013A, and \$9,035,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the Waukegan Park District, Lake County, Illinois.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve Ordinance 16-01 - An ordinance abating the tax heretofore levied for the year 2015 to pay debt service on, \$4,250,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2012B, \$4,915,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2013A, and \$9,035,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015A, of the Waukegan Park District, Lake County, Illinois. Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.

E. Appointments

▪ Interim Attorney (General Counsel)/Secretary. **Motion by Commissioner Bridges, seconded by Commissioner Sarocka, to appoint Brian G. Smith as the interim board attorney and secretary until the May 10, 2016 Board of Commissioners Meeting. Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.**

F. Approval of Revised Policy #4.07, Vacation. **Motion by Commissioner Sarocka, seconded by Commissioner Jones, to table the proposed amendments of Policy 4.07, the vacation policy until March 9, 2016. Motion carried unanimously.**

G. Finish Budget Workshop #1

Significant Service Level Changes. Service level changes were reviewed.

Discussion of the Bowen Park Theater Company continued with Commissioner Bridges asking if the projected savings of \$22,435 from the discontinuation of the theater would remain in the cultural arts budget.

Mr. Glogovsky stated that savings do not remain in a particular budget or center, but the funds stay in the particular fund in this case, the Recreation Fund. All programs are reviewed as part of the budget process.

Commissioner Bridges asked about the independent contractors and if they are being taken as employees by the Park District.

Mr. Glogovsky explained that legal interpretations have been discussed concerning this issue and he has been advised that if a person's sole income is from one source, they are not independent contractors.

Commissioner Kilkelly asked if those shifted to part-time status will be considered employees.

Mr. Glogovsky responded that in all likelihood they would.

Commissioner Kilkelly asked if there was going to be a change to the Christmas in July event.

Ms. Freeman advised that some of the participants want a carnival with alcohol and said that alcohol should go back to the Puerto Rican Art Alliance.

Review of the FY2015-16 Capital Improvement Plan (CIP) was reviewed by Mr. Petry.

Mr. Glogovsky explained that he would project fund balances for the corporate fund at a later meeting. He further explained that the budget includes an anticipated transfer of \$3,000,000 from the corporate fund to the capital fund.

The commissioners agreed that this is the best way to utilize the funds from the referendum for park expansion.

Parks. Mr. Trigg reviewed rental fee increases and the reasons for the increases in each category. He also reviewed the Green Space permit fees and explained the GIS mapping project.

Mr. Trigg also advised that there is a need for a new trades work position due to the construction of the pool. There will be a reclassification of 10 seasonal workers to part time positions for the SportsPark and park maintenance.

Recreation. Mr. Lerner reviewed the proposed increases in fees and discussed the locker system.

Motion by President Foley to table the discussions of the locker entry system and her desire to discuss a combination system on the locks. The motion died for lack of a second.

President Foley then stated her opinion that it is a mistake to make people use their own locks in the locker room.

In reviewing the proposed budget, Mr. Lerner reminded the commissioners that the health club membership has increased four-fold and costs have increased to provide adequate new staff for the many more members.

Mr. Lerner also advised that there will be a full time rec specialist for aquatics once the pool opens.

Reorganization of the Recreation Department was reviewed.

Commissioner Jones asked about whether if other employees needed a raise.

Following the budget workshop discussion, Commissioner Bridges addressed the board about Waukegan residency requirements for all new employees and asked that it be added to the February 22 Committee of the Whole agenda.

Commissioner Sarocka stated his support for hiring Waukegan residents and wanted to see it added to the Committee of the Whole discussion.

VII. Closed Session.

Motion by Commissioner Bridges, seconded by Commissioner Jones, to enter into closed session to discuss litigation pursuant to 5 ILCS 120/2(c)(11), personnel matters pursuant to 5 ILCS 120/2(c)(1), and collective bargaining pursuant to 5 ILCS 120/2(c)(3). Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously. Regular session adjourned at 7:15 p.m.

Following closed session, **motion by Commissioner Bridges, seconded by Commissioner Jones, to resume regular session. Motion carried unanimously.** Closed session adjourned at 8:03 p.m.

VIII. Next Meeting: Committee of the Whole, February 22, 2016

- **Budget Workshop #2**
- **Centennial Update**

IX. Questions from Commissioners

There were no questions or comments from the commissioners.

IX. Adjournment.

Motion by Commissioner Bridges, seconded by Commissioner Jones, to adjourn. Motion carried unanimously. Meeting adjourned at 8:04 p.m.

Respectfully submitted,

Charles W. Smith
Board Secretary