

**Minutes of the Waukegan Park District  
Meeting of the Board of Commissioners  
February 11, 2014**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on February 11, 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, and President Kilkelly.  
Absent: Bridges. Also present was Executive Director Greg Petry (home sick, participated remotely via speaker phone) and Board Attorney/Secretary Charles Smith.

**III. Consent Items**

- A. Minutes  
January 14, 2014 (Board of Commissioners Meeting)  
January 28, 2014 (Committee of the Whole Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements

**Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve the consent items, and pay the bills as presented. Ayes: Duffy, Foley, Sarocka, Kilkelly. Nays: None. Absent: Bridges.**

Commissioner Sarocka noted an error in the January 14, 2014 minutes noting him not being present at the call of the roll, which he was. Minutes were corrected.  
**Motion carried unanimously.**

**IV. Public Portion**

Devin Minor was introduced as a new intern in Special Recreation and she gave a brief profile of her background and experience.

At 4:32 p.m., Commissioner Bridges arrived. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to seat Commissioner Bridges. Motion carried unanimously.**

**V. Progress Reports**

A. Executive Director. Greg Petry submitted a written report and participated in the meeting remotely as he was home with the flu. There were no questions of Mr. Petry.

B. Attorney. Mr. Smith stated that the tax objections are set for status on February 26, 2014 before Judge Winter and he will continue to update the Board.

C. IAPD/Legislation Update. Mr. Petry advised that the legislative breakfasts around the state have started and he further advised that there is strong speculation that a casino bill will be introduced after the March primary.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report. He pointed out that the replacement tax revenue is coming in over budget and may exceed \$260,000 budgeted for the fiscal year.

Commissioner Sarocka asked about damage to a golf cart.

Mr. Glogovsky and Mr. Trigg advised that there was approximately \$660 in damage by a golfer who has reimbursed the Park District for the damage.

Commissioner Duffy asked about damage to Ganster pool caused by the barrels.

Mr. Trigg stated that he does not think that there will be any damage to the foundation as a result of this incident.

Commissioner Sarocka asked about the golf revenue and noted that the fees that the Park District is paying to GolfVisions are not included in the net revenue figures of GolfVisions' report.

Commissioner Sarocka also pointed out that the revenue was about \$300,000 below budget.

D2. Cultural Arts. Claudia Freeman submitted her written report. She reminded the Board that the Young People's Concert is February 22 at Waukegan High School. She also stated that an anonymous donor gave \$1,000 for cultural arts at the theater production on February 9. The donor has been thanked for her generosity.

D3. Parks. Michael Trigg presented his written report.

Commissioner Duffy requested that he be provided with a list of organizations that are provided free services by the Park District.

D4. Superintendent of Recreation. Jay Lerner submitted his written report. He stated that the Turkey Trot went extremely well.

Commissioner Duffy requested that financial information as to the costs, of not only the Turkey Trot but all special events, be included in the report.

Commissioner Duffy had questions concerning the leaks at the FieldHouse.

Mr. Trigg reported that there is still a warrant claim pending and that these would be fully investigated.

Commissioner Duffy also asked about the water bills being incurred at the south side recreation center, which is used by the Boys & Girls Club of Lake County.

Mr. Trigg reported that the building has been thoroughly checked by the city for leaks and none were found and the city is now checking to see if the meter is operating properly.

Commissioner Duffy said that in reviewing the Polar Plunge he wanted the evaluation to include the expenses associated with that event.

Commissioner Foley raised a question about dog obedience school training. A constituent stated that a part of the training had included dog sniffing in the past and in a recent class this was not included.

Mr. Lerner stated that there had been some cutbacks in the program because of declining enrollment but he would look into this specific request and communicate back to Commissioner Foley.

## **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 (02-13-13-473-9999)	325.00	325.00

Purpose. Off-set Parky Mascot expense through Food for Paws donation and K9 Trace & Pace funds.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#50 Halloweenfest)(16-11-11-583-9999) Recreation (02-13-13-473-9999)	4,318.00	4,318.00

Purpose: To offset 2013 Halloweenfest expenses.

**Motion by Commissioner Sarocka, seconded by Commissioner Foley 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. Park and Recreation Facility Construction (PARC) Grant for Indoor Pool.

**Motion by Commissioner Bridges, seconded by Commissioner Foley, to amend the motion adopted at a special meeting on February 4, 2014 to proceed with a PARC grant application for a new aquatics center at Belvidere Park by changing the location of the facility to the FieldHouse at Hinkston Park.**

Discussion on the motion: Commissioner Duffy questioned the proposed pool capacity reported at the special meeting to be 418. He stated that this will cause a parking overload at Hinkston and the need for more parking will necessarily have to take up land at Hinkston and trees will need to be removed, increasing the costs.

Commissioner Sarocka stated that he is concerned about spending the amount of money at Hinkston and the ability to construct other facilities, specifically a larger aquatic facility, at Belvidere.

Commissioner Bridges noted that the grant is for an indoor facility and that the pool at Hinkston can be smaller than the proposed pool at Belvidere.

Commissioner Bridges also reaffirmed that he is committed to keeping the pool at Ganster open until an adequate funding source can be found for a new facility.

Mr. Trigg advised that is what staff intends to do.

Commissioner Foley stated that she remains in favor of an indoor pool at Hinkston.

Commissioner Sarocka stated that he does not see how the Park District can do a pool at both Hinkston and Belvidere with the amount of funds available to the Park District. He inquired as to the amount of money available for construction.

Mr. Glogovsky stated that the Park District would have approximately \$10 million in cash available, but there needs to be an increase in EAV in order to pay for any additional debt service that may be issued. We have the ability to issue more debt service but not the ability to pay for more debt service. He reminded the Board that the increase in the EAV will take time to recover from the dramatic decreases that the Park District has seen over the last few years.

Commissioner Duffy stated his disagreement with the statement that \$10M is available and he reminded the Board of its promise to the voters at the time of the referendum to build a pool. He requested that PHN be requested to cost out the loan for the facilities, including parking at both Hinkston and Belvidere.

Commissioner Foley stated that she believes that the facility at Hinkston will generate more revenue than a facility at Belvidere.

President Kilkelly thanked Commissioner Bridges for his research after the last meeting on this issue.

**Called the question: Ayes: Foley, Bridges, Kilkelly. Nays: Duffy, Sarocka. Absent: None. Motion carried.**

C. Agreements

▪ PHN Architects Concept Development for a New Aquatic Center and PARC Grant Application. **Motion by Commissioner Foley, seconded by Commissioner Bridges, to approve the Agreement Between Owner and Architect between the Park District and PHN Architects for the concept development for a new aquatic center and PARC grant application in the total amount of \$17,500.**

Discussion on the motion:

Commissioner Duffy stated that he favors the agreement, but is again requesting a layout of the facility with parking at both Belvidere and Hinkston.

Mr. Petry stated that there are not sufficient funds in the agreement with PHN to do a layout at both locations and further, there is a particular need to focus all the attention on submitting the grant application that is due in early March. He would like to see staff and PHN working together on the grant application.

Commissioner Foley stated that there is little time to complete the grant application and it needs to get done.

Commissioner Duffy stated that he still sees the need to address the parking issue.

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

▪ Jeff Ellis Management. **Motion by Commissioner Foley, seconded by Sarocka, to approve the Service Agreement with Jeff Ellis Management to provide management services for Ganster Pool covering the period of May 1, 2014 through August 31, 2014.**

Mr. Lerner explained that this is the second year that the Park District is proposing to contract with Jeff Ellis Management for the recruitment, hiring, training and supervision of a Pool Supervisor, head guards and lifeguards. He stated that based on the level of service provided and the freeing up of other Park District personnel from other positions, that the Park District actually saw a savings in the first year of the contract over what had been expended previously.

Commissioner Bridges raised a question about Ellis' employment of local citizens for the lifeguard positions.

Commissioner Sarocka pointed out that on page 14 of the agreement, subparagraph (d), preference for candidates should be given to Waukegan residents.

Commissioner Foley asked about the awards previously received by the Park District from Jeff Ellis Management and stated that she wanted to see a return to the platinum level of service.

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

▪ Executive Director Contract and Compensation. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve the contract**

**for the executive director for 2014 - 2017. Roll call to the motion: Ayes: Duffy, Foley, Bridges, Kilkelly. Nays: Sarocka. Absent: None. Motion carried.**

D. Ordinance No. 14-01 - An ordinance abating the tax heretofore levied for the year 2013 to pay debt service on \$8,500,000 General Obligation park Bonds (Alternate Revenue Source) Series 2008B, \$4,565,000 General Obligation Refunding Park Bonds (alternate Revenue Source), Series 2009, \$4,000,000 General Obligation Park Bonds (Alternate Revenue Source) Series 2012B and \$4,915,000 General Obligation Park Bonds (Alternate Revenue Source) Series 2013A, of the Waukegan Park District, Lake County, Illinois. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve Ordinance No. 14-01 Tax Abatement Ordinance on bonds. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

E. Resolutions

- 2013 Jack Benny Arts and Humanities.
- 2013 Volunteer
- 2013 Patron

**Motion by Commissioner Duffy, seconded by Commissioner Bridges, to approve the 2013 Jack Benny Arts and Humanities Award to Waukegan Public Schools District 60; 2013 Volunteer Award to Waukegan BMX Club; and 2013 Patron Award to Robert Hamilton, owner of Gewalt Hamilton Associates, Inc. Motion carried unanimously.**

▪PARC Resolution of Authorization. Public hearing has been scheduled for February 20, 2013 at 7:00 p.m. at the Field House on the PARC grant application. **Motion by Commissioner Bridges, seconded by Commissioner Foley, to approve the PARC Resolution of Authorization. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

F. Authorization to Accept Bids/Quotes

- Parks
  - PMF Exterior Wall Repair Project. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the bid of Foxfield Construction in the amount of \$212,893 for the exterior wall repair at the Park Maintenance Facility, with a total budget of \$293,138.**

The Board reviewed the bid tabulations done by staff, the Letter of Recommendation from Legat Architects, and also reviewed the prior work performed by Foxfield at both Bonnie Brook and the SportsPark.

Mr. Trigg also reviewed the use of windows to add sunlight to the PMF.

Commissioner Duffy requested that staff make inquiry to Senator Link about possible state grants for this project as he had recently learned that Senator Link had secured a grant for Park City for a maintenance/garage facility.

Mr. Petry advised that he would contact Senator Link concerning this.

Commissioner Sarocka asked about whether the bids of the various contractors could be split and awarded to different contractors.

Attorney Smith advised that the way the specifications were drawn for the bidding that that could not be done without rebidding the entire project. That sort of bidding would require the use of either a construction manager or a general contractor who would oversee the coordination of the various successful bidders. It is usually more advantageous to have one contractor being responsible for completing the project on time and within budget.

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

- Administration
  - Brochure Printing 2014-15. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve the low bid of \$61,860 from Castle PrinTech of Elgin for the quarterly brochures for the Fall of 2014 through Summer 2015. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

G. Hay Group Compensation/Classification Study Presentation. Ms. Angela Brauneis and Ms. Amanda Wethington of the Hay Group presented its Compensation Study that reviewed the salaries of the Park District's staff in comparison with other park districts and wages paid in the private sector. An executive summary was passed out and they reviewed all the findings with the commissioners who asked several questions relative to the Hay Group's analysis and the methodology employed. Among the areas reviewed included Fair Labor Standards Act (FLSA) and pointed out that this analysis is necessary because if the Park District has improperly classified employees as being exempt under FLSA from having to pay overtime and it is later determined that the employee should not have been classified as exempt, that back pay would have to be made to those employees and there are potential fines.

The commissioners questioned the analysis of positions in public and private sectors for similar positions. Ms. Brauneis and Ms. Wethington answered all the commissioners' questions.

H. 620 Jensen Court. **Motion by Commissioner Bridges, seconded by Commissioner Foley, to authorize staff to negotiate with the owner of 620 Jensen Court concerning the possible acquisition of the property. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

**VII. Closed Session.**

There was no motion to move to closed session.

**VIII. Commissioner Questions.**

There were no questions from the commissioners.

**IX. Adjournment.**

**Motion by Commissioner Bridges, seconded by Commissioner Foley, to adjourn. Motion carried unanimously.** Meeting adjourned at 6:30 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith  
Board Secretary