

**Minutes of the Waukegan Park District
Special Meeting of the Board of Commissioners
February 25, 2014**

The Board of Commissioners of the Waukegan Park District met in a Special Meeting on February 25, 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: Commissioner Bridges. Also present was Executive Director Greg Petry and Board Attorney/Secretary Charles Smith. **Motion by Commissioner Duffy, seconded by Foley, to seat Commissioner Bridges. Motion carried.** Commissioner Bridges seated at 4:31 p.m.

III. Public Portion

No members of the public asked to address the Board.

IV. Review Discuss Decide

A. Executive Director Contract. **Motion by Commissioner Duffy, seconded by Foley, to approve the Executive Director's contract as presented. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

B. Budget Workshop #2

➤ GolfVisions Budget Presentation. Jim Glogovsky presented the GolfVisions Budget.

Commissioner Duffy stated that he would like to see a further breakdown in the reporting to include the numbers of rounds, 9 holes versus 18 holes.

Commissioner Duffy also stated that what he is most looking for in the reporting is revenue generated from each event.

Mr. Glogovsky advised that there are 13 events booked in February.

Revenue from new golf passes, not renewals, was \$8,000.

➤ FY 2014-15 Strategic Plan Goals.

Jay Lerner advised that the Field House is now open at 5:00 a.m. Monday - Friday instead of the previous 5:30 a.m. in response to requests from members.

Teddy Anderson reviewed her strategic goals, which included getting the 501(c)3 Foundation set up and finding individuals to serve on the Foundation's board.

Ms. Anderson also advised that she has been asked by the Mayor to serve on the Planning & Zoning Commission for Waukegan. She indicated that she is accepting that position and feels that it will give her greater insights into how Waukegan is growing so that the Park District can be better situated to serve the needs of the community.

Mr. Glogovsky reviewed his goals, which included more cash flow analysis establishing a matrix for investments. He provided a copy of the annual financial report summary, reviewed debt service, risk management updates with manuals to be provided to employees. He further advised that I.T. will be installing new servers with an upgraded email system.

Mr. Trigg reviewed his goals with capital improvements. He stated that he would be seeking grants for capital improvements through OSLAD and PARC grants. He is further expanding green initiatives, undertaking an ordinance update, five year Master Plan update, and utilizing GSI and GPS mapping systems for the parks.

Cultural Arts. Claudia Freeman reviewed her goals and stated that the Historical Society is undertaking a survey as to how many people want to be contacted. She is expanding free programming into the evening, working with schools on programming, community walks, emphasizing family programming, establishing a Latino art program, and seeking Illinois Art Council grants.

Mr. Petry stated that planning and updating the Strategic Plan are on his agenda for the coming year, as well as the Five Year Master Plan update, continuing the search for park grants, working with Vista and Uline to better utilize the facilities at Hinkston Park, and working to establish a relationship with Uline to support park activities.

Mr. Petry advised that he has been asked to serve on the Waukegan Economic Development Advisory Board (WEDAB) for the City of Waukegan. He feels, just as with Ms. Anderson's involvement on the Planning Commission, that this will provide him with information useful to the Park District and new economic development in Waukegan.

Mr. Petry also stated that getting the Foundation up and running is an extremely important part of his goals for the coming year.

➤ Three Year Capital Improvement Plan (CIP). Mr. Glogovsky reviewed proposed expenditures and stated that the budget will include electronic tablets for the commissioners.

Commissioner Foley asked about including, as part of the CIP, lighting at Roosevelt Park. Staff will seek estimates of the costs and also consult with the Waukegan Police Department as to the advisability of lighting at the park.

Commissioner Bridges stated that he wants staff to continue to explore the availability of funding for a new aquatic center at Belvidere Park.

Mr. Lerner reviewed his CIP plans.

Commissioner Foley stated that she wants to consider placing a pool on the west side of Hinkston Park, which would involve the Park District acquiring additional land.

➤ Service Level Updates. Mr. Glogovsky suggested that as part of the budget process that the staff plan for an anticipated minimum wage increase to \$10 per hour.

C. Hay Group Employee Classification and Compensation Recommendations. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to accept the Hay Group report and place it on file. Motion carried unanimously.**

Discussion.

Commissioner Bridges stated that he was concerned about reducing the salary of 14 employees as suggested in the Hay report. He understands that the 14 employees identified in the report are being paid above scale. He does not want to reduce the salaries of those employees who are performing well and helped contribute to the Park District achieving Gold Medal status.

Commissioner Foley agreed with Commissioner Bridges' comments and does not like employees' salaries being decreased as the Hay report suggested for some employees. She stated that one of the 14 people will retire this year and five employees will likely be in the salary range within two years.

Mr. Glogovsky stated that some employees would likely face substantial reductions in two years.

Commissioner Foley stated that the Hay report is a quick fix which she opposes.

Commissioner Sarocka stated that he supports cost saving measures as outlined in the report, and while he understands that some employees will be rewarded with an increase in salary and some will be penalized, that the board should follow all the recommendations in the Hay report.

Mr. Petry stated that he and Mr. Glogovsky have reviewed the recommendations of the Hay report and it is staff's recommendation that the commissioners consider Option B that would keep the 14 employees' salaries identified as being paid above scale frozen at their current salary for two years and thereafter their salaries would be reduced.

Commissioner Bridges opposes taking away increases gained, particularly for some employees who have been with the Park District for 20 years.

Mr. Petry noted that some of the employees identified in the report are \$10,000 above the salary range suggested by Hay.

Commissioner Bridges stated that this salary structure is something that the Park District has created and not the employee, and the employees should not have their salaries reduced because of what the Park District created. He also noted that there are only two employees below the average suggested by Hay and 14 above.

Commissioner Duffy stated that the Hay report should be accepted and leave how it will be implemented to the staff. He does not want to wait two years to implement the report and suggested one year would be sufficient.

Commissioner Sarocka stated that the commissioners bear responsibility for management of Park District resources.

Mr. Petry also pointed out that under the Hay report the Cultural Arts Director's salary would need an adjustment.

Following discussion, **Motion by Duffy, seconded by Foley, to accept the Hay Group Classification and Compensation Study and place it on file. Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to implement the Hay Group's recommendations for salary ranges and to allow the salaries identified as being above the range recommended to continue for one year and thereafter, as of May 1, 2015, reduce those salaries to be within the maximum range established by the Hay report. The implementation would require amendment of four job classifications, an increase in salary of two positions and a decrease in 14 positions. The Board would follow the recommendation of being in the 60th percentile of the Hay recommendations and that the Hay Group will annually review the salary ranges. Roll call to the motion:**

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

V. Commissioner Questions.

Mr. Petry reminded everyone that the Volunteer Recognition reception is scheduled for Thursday, February 27, 2014 at 6:00 p.m. There will also be a social luncheon on March 10, 2014 at 1:00 p.m. at Jimmy's Charhouse for the commissioners and senior staff. There will also be a special recreation dinner on March 3, 2014.

VI. Adjournment.

Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to adjourn. Motion carried unanimously. Meeting adjourned at 7:05 p.m.

Respectfully submitted,

Charles W. Smith
Board Secretary