

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
January 13, 2015**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on January 13, 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, Susie Schreiber from Community Advisory Group (CAG), Bill Lebensorger, Community Advisory Group Grant Administrator, Waukegan resident Sharon Daniels, Ed Stuckey of Stuckey Construction, Doug Holzrichter of PHN Architects.

III. Consent Items

A. Minutes

- December 4, 2014 (Cultural Arts Advisory Committee)
- December 4, 2014 (Golf Advisory Committee Meeting)
- December 9, 2014 (Board of Commissioners Meeting)
- December 16, 2014 (Committee of the Whole Meeting)

B. Bills

C. Payroll

D. Financial Statements

Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve the Minutes of the December 16, 2014 as amended, 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

A. Susie Schreiber and Bill Lebensorger, both from the Citizens Advisory Group (CAG), were introduced.

Mr. Trigg announced that the Park District received the Conservation and Native Landscaping award from the Chicago Wilderness Association at its December 11, 2014 ceremony held at Loyola University on the Mundelein campus. The Park District was recognized for the Glen Flora Ravine Restoration at Bowen Park. Mr. Trigg stated that this award was in conjunction with CAG and recognized both Susie

Schreiber and Bill Lebensorger for their outstanding efforts in making this award possible and for all the cooperation that the Park District has received and will receive in the future from CAG.

Ms. Schreiber addressed the Board and expressed her appreciation for the cooperation from the Park District, its commissioners and staff for their strong support of this project.

B. Mr. Glogovsky introduced Kalina Garcia who will work in accounts payable. Ms. Garcia expressed her eagerness to work for the Park District and noted that she is a Waukegan native and graduate of Waukegan High School.

Sharon Daniels, a Waukegan resident, made a request that efforts be made to open the parking lot at the north end of Hinkston Park so that on days when the Field House is being heavily used and the parking lot is full, walkers who use the trail through Hinkston Park can have a place to park.

Mr. Lerner stated that he would look into Ms. Daniels' request but did point out that the parking lot in question is gravel and that plowing it in inclement weather becomes a problem.

V. Progress Reports

A. Executive Director. Greg Petry presented his written report and stated that the Strategic Plan is in its final phases and should be ready for the Board's review in February. He also pointed out that the budget workshops will start soon.

Commissioner Foley asked about what had transpired with certain employees looking into unionization.

Mr. Petry stated that there are very strict guidelines as to what management can, and more importantly, cannot say to employees. He provided some information, but in no way is he allowed to question an employee about their feelings about unionization or attempt to influence any employee's vote on unionization. He also stated that he is working with labor counsel concerning this issue.

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

C. IAPD/Legislation Update. Mr. Petry reported there is much uncertainty in Springfield as to whether the new governor will be friendly towards park district initiatives and that the IAPD staff will keep the parks districts informed as to what is transpiring in Springfield. New relationships will have to be established at all levels, especially at IDNR. The governor will be invited to the annual IAPD conference the week of January 20 in Chicago.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report. He noted that the tax collections on both the real estate tax and personal property taxes are tracking very close to budget and revenue is coming in as expected.

Commissioner Sarocka questioned Mr. Glogovsky about Tanya Brady's report of vandalism to seven vans.

Mr. Trigg explained that seven vans while parked at Belvidere Park had their mirrors broken.

Commissioner Kilkelly inquired as to what is the "bandage log".

Mr. Glogovsky explained that it is required that every time a band aid is handed out, it must be logged.

Commissioner Kilkelly inquired about a payment of a claim.

Mr. Petry explained that the claim was handled and paid by PDRMA.

Commissioner Foley inquired about the background checks done on potential employees and what constituted an "unacceptable" background.

She was advised that usually involved either felony or drug convictions.

Mr. Glogovsky reminded the Board that the first budget workshop is set for January 27, 2015.

D2. Cultural Arts. Claudia Freeman presented her written report and stated that the Waukegan Band Foundation is looking into using the Schornick Theater as a possible practice site.

D3. Parks. Michael Trigg presented his written report.

Commissioner Foley asked about the notation that the Waukegan High School is participating in the spring cleanup.

Mr. Trigg stated that Waukegan High School students want to volunteer as part of Earth Day projects to help with the cleanup of the environment.

Mr. Trigg then made a formal presentation of the Bowen Park improvement plan, including the Morrison Pavilion renovations and the ravine project. He pointed out that this is again a project in conjunction with CAG and that they will provide matching funds for some of the plantings. He reviewed the frog pond

enhancement and advised that he will be meeting shortly with Hey & Associates for contractual services for this project which will include some ADA improvements. Mr. Trigg also noted that he is seeking grants to defray the cost of the improvements.

D4. Superintendent of Recreation. Jay Lerner submitted his written report.

Commissioner Foley inquired about ice skating and night use.

Mr. Lerner advised that ice skating is permitted on Friday nights at the Belvidere Park rink.

VI. Review, Discuss, Decide

A. Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem/Endow (#42 Spec Rec)(16-11-11-583-9999) Spec Recreation (08-16-00-473-9999)	264.00	264.00

Purpose: To cover scholarships for Special Recreation Family Zumba program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999) Audit (12-11-11-473-9999)	5,000.00	5,000.00

Purpose: Budgeted audit fund transfer for FY2014/15.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999) Insurance (13-11-11-473-9999)	20,000.00	20,000.00

Purpose: Budgeted insurance fund transfer for FY2014/15

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999) Capital (03-11-11-473-9999)	1,600,000.00	1,600,000.00

Purpose: Budgeted capital fund transfer for FY2014/15.

B. Policy Amendments

- 4.10 Sick Leave
- 4.11 Funeral Leave
- 4.12 Maternity Leave

Mr. Glogovsky reviewed with the Board three amendments to the Personnel Policy to comply with the Family Medical Leave Act. Maternity leave is specifically to comply with the mandates of the new Illinois law that took effect on January 1, 2015. **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve the amendments to 4.10, 4.11, and 4.12 of the Park District Personnel Policy. Roll call to the motion: Ayes: Foley, Kilkelly, Sarocka, Bridges, Duffy. Nays: None. Absent: None. Motion carried unanimously.**

C. Permissions to Accept Bids/Quotes

- Bonnie Brook Maintenance Water Meter Replacement. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the quote from Ernie Peterson Plumbing, Inc. of Waukegan in the amount of \$9,218 to demo the existing meter and all necessary piping and install new water meters as required by the City of Waukegan.**

Discussion on the motion: President Duffy questioned the charges referred to the City of Waukegan's letter for meters in the amount of \$2,300.

Mr. Trigg advised that that fee would be in addition to the bid from Ernie Peterson Plumbing.

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

D. GolfVisions Contract Addendum. **Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve Addendum "A" to the Management Agreement between the Waukegan Park District and GolfVisions for a three year extension commencing May 1, 2015.**

Mr. Glogovsky reviewed the changes in the Addendum, which were very minor.

Discussion on the motion: Commissioner Bridges stated that he had several questions concerning the agreement. He had reviewed his questions with staff and that his questions were answered, but he did want to provide encouragement to GolfVisions to hire more Waukegan residents.

Mr. Petry stated that he has had discussions with Commissioner Bridges about this issue and suggested that it be discussed in more detail at a Committee of a Whole meeting.

Commissioner Sarocka complemented Commissioner Bridges on the thoroughness of his examination of the GolfVisions contract and appreciated his work in that regard.

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

E. Resolutions

- 2015-01 Semi Annual Review of Closed Session Minutes
- 2015-02 Jack Benny Arts and Humanities Award

Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve Resolution 2015-01, Semi Annual Review of Closed Session Minutes. Roll call to the motion: Ayes: Foley, Kilkelly, Sarocka, Bridges, Duffy. Nays: None. Absent: None. Motion carried unanimously.

Motion by Commissioner Bridges, seconded by Commissioner Foley, to approve Resolution 2015-02 naming Helen Bond as recipient of the Jack Benny Arts and Humanities Award. Motion carried unanimously.

F. Selection of Construction Manager. **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to award the contract for Construction Manager for the indoor pool at Hinkston Park to Stuckey Construction of Waukegan.**

President Duffy asked staff to explain why they were recommending Stuckey Construction.

Mr. Petry advised that staff was more than satisfied with bids from W.B. Olson and Stuckey. He stated that Stuckey's proposal for processing change orders was included in its bid. Olson did not provide that information. Olson was charging additionally for utilities during construction while Stuckey did not.

Edward Stuckey addressed the Board and stated his plans to hire as many local contractors as possible and the manner in which he reaches out to the minority business community for hiring minority subcontractors.

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

G. Hinkston Indoor Pool Project Discussion. Doug Holzrichter reviewed the design ideas for the pool and several drawings were presented. Mr. Holzrichter stated that September 2015 is the earliest possible date to start construction.

Commissioner Bridges expressed his hope that with the cohesiveness of the staff and the individuals that would be working on this project, that an earlier date might be anticipated.

Mr. Petry advised that while the staff will work very hard to get the project started as soon as possible, and because a state grant is involved, approval from the State on several phases on the design and construction project will be required and this could delay the start of construction.

Therapy Pool/Hot Tub. Sam Stevens advised that he had received several warnings that these type of pools are difficult to maintain, have problems with cleaning, and there is a danger of bacteria that could present a public health hazard.

The consensus of the Board was not to have a therapy/hot tub and to design an 8-lane pool. It was pointed out by staff that other than at Stevenson High School, this will be the only 8-lane pool in Lake County.

VII. Closed Session.

Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to adjourn into executive session to discuss personnel pursuant to 5 ILCS 120/2(C)(1) and purchase of real estate, pursuant to 5 ILCS 120/2(C)(6). Motion carried unanimously. Regular session adjourned at 6:20 p.m.

Motion by Commissioner Bridges, seconded by Commissioner Sarocka, to adjourn executive session and return to regular session. Motion carried unanimously. Executive session adjourned at approximately 6:30 p.m.

VIII. Next Meeting

- A. COW meeting January 27, 2015
 - Strategic Plan/Barbara Heller
 - Budget Workshop

IX. Commissioner Questions.

There were no commissioner comments or questions.

X. Adjournment.

Motion by Commissioner Bridges, seconded by Commissioner Sarocka, to adjourn. Motion carried unanimously. Meeting adjourned at 6:40 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith
Board Secretary