

**Minutes of the Waukegan Park District
Committee of the Whole
January 28, 2014**

The Committee of the Whole of the Waukegan Park District met in a regular meeting on January 28, 2014 at the Rose Administrative Center, 2000 Belvidere, Waukegan IL.

I. Call to Order

The meeting was called to order by President Kilkelly at 4:30 p.m. 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, Board Attorney Charles Smith.

III. Topics

A. FY 2014-15 Budget Workshop #1

- Review Mission, Vision and Values Statements. Mr. Petry reviewed the Mission, Vision and Values Statements, as well as the Strategic Plan. Mr. Petry emphasized that the Strategic Plan is scheduled to be revised this coming Spring.

In reviewing these statements, Commissioner Duffy noted that the area of assessment of expanded alcohol sales at the SportsPark is something that he opposes and does not want alcohol sold there except for rare special occasions. He also noted that the museum expansion is a \$5-\$6M project that the Park District cannot afford with its greater need being that of an aquatic center.

President Kilkelly asked the board defer discussion on specific items in the budget until later in the presentation.

Commissioner Foley noted that the Strategic Plan is a road map that can always be changed.

Discussion ensued concerning the branding strategy, which has evolved into a community involvement project. Teddy Anderson is working with DePaul University in order to reach more of the Park District's constituents.

Commissioner Bridges asked about the survey for the Young People's concert and why that was showing as not completed.

Claudia Freeman explained that the survey is being done at the concert on February 27.

Commissioner Bridges appreciated that information.

Commissioner Bridges also asked about park photos and comprehensive park maintenance plan.

Mike Trigg explained that the comprehensive maintenance schedule is completed.

- Current Financial Position, Budget Assumptions and Short Term Issues. Jim Glogovsky reviewed the budget workshop process that started with the overall observation that the Park District is in sound financial condition, even with the continuing problem of the declining EAV. He did note that because of that there was a down grade from Moody's bond rating in the past year but other bond ratings have remained solid.

Mr. Glogovsky also noted that Associated Bank has been named as the designated additional depository for Park District funds in the last year.

Mr. Glogovsky noted that the personal property replacement tax is doing very well and based on this, which is a sign that the economy is recovering, there may be an increase of that revenue portion of next year's budget.

GolfVisions is working on its budget and will be meeting with Mr. Glogovsky within the next week.

Mr. Glogovsky noted that there is no provision for any revenue from off-track betting as the State has not made any additional payments in that regard in several years and none is expected.

Mr. Glogovsky noted that debt service in the next budget should be near \$2.6M, slightly more than this past year, but expects slight declines thereafter due to being able to refinance at lower rates.

It was noted that the aquatic center is in the conceptual stage only at this time for the commissioners to consider.

- Significant Service Level Changes. The budget planning phase has nine different phases that the commissioners reviewed. Budget policies were reviewed and capital improvement programs will need to be increased. Special events are to remain consistent with past years, except for the dropping of the K-9 Trace and Pace, but adding the Waukegan Mud Run.

- Cultural Arts. Claudia Freeman reviewed the additional projects she is seeking in this year's budget, including additional Arts in the Parks and a week-long history adventure program for children in grades 4-6.

- Administration. Jim Glogovsky proposes to request tablet computers for the commissioners to reduce expenditure for paper and to make communication with the commissioners easier. Commissioner Duffy requested that they still have the availability of paper if he so chose and staff indicated that they would honor that.

The Park District is reviewing its advertising needs and expenditures to try and find those areas to reach the greatest number of constituents at the lower possible cost.

The Hay Group has completed a salary survey of the Park District and the commissioners will be looking to implement their recommendations in the next fiscal year. There will be a presentation made at the next board meeting by the Hay Group.

Commissioner Foley stressed that there is much personal information contained in the documents that will be presented and wants all commissioners to return the confidential information for destruction following the meeting.

The commissioners discussed the advisability of continuing the intern program and whether interns should be paid. This will be reviewed as part of the budget process.

- Capital Projects include a \$1.5M transfer from Corporate to Capital.
- Parks. Mr. Trigg stated that he is proposing increases for some events and shelter rentals and increase the SportsPark small equipment budget. In addition he is suggesting increasing the SportsPark miscellaneous services budget to include Contractual Championship Field GMAX testing, vacuuming and grooming.

He is looking into a contract with Enterprise Fleet Management for a lease program for passenger vans and also requesting funding for a GSI GPS mapping system.

Additionally, he would like to purchase and install no guns signage and implement Emerald Ash Borer (EAB) Management Plan.

With matching funds from Waukegan Harbor CAG and with Morrison Pavilion improve the Bowen Park “frog pond”.

If awarded, use OSLAD grant and IGIG funding for Clearview Park improvements.

- Grants. There was discussion concerning grants for the aquatic facility.

Commissioner Foley stated that she wants the Park District to apply for the grant.

Commissioner Sarocka wants to focus the aquatics to be at Ganster facility but if funds are available he wants to see improvements made at the Field House.

Commissioner Bridges stated that if a grant is available for any aquatic facility, the Park District should pursue it.

Commissioner Duffy stated that based on the survey results the Park District should be committed to an indoor facility at Belvidere Park. He also stated that the Park District simply does not have \$17M projected costs for an indoor/outdoor facility. Accordingly, he favors an indoor pool at Belvidere Park, but supports applying for the grant. He opposes expending \$7.5M for a pool at Hinkston Park.

President Kilkelly stated her support for the grant.

The consensus of the board was to direct staff to continue to pursue the grant application.

Commissioner Sarocka asks about the YMCA facility. Mr. Petry advised that the bank that has taken over the facility does not want anyone else in the facility. The Park District has offered to do programming at the Y facility and this has been rejected.

- Recreation. Jay Lerner reviewed the operations suggesting decreasing hours of operation at Belvidere Recreation Center, renewing the contract with Jeff Ellis & Associates to manage Ganster Pool, and upgrade to new recreation software. This would be a major upgrade costing approximately \$90,000.

Mr. Lerner explained that the current software is several years old and largely not supported and that there is a need for a new system-wide software to handle registrations and notifications of cancellations of programs or a change in programs.

Additionally, Mr. Lerner was suggesting to eliminate the seasonal clerk position, reducing interns in Recreation by six and adding fitness attendants during hours of operations at the fitness center due to increased membership. Because of the increased membership there is also consideration for adding one basic fitness class and two specialized fitness classes per week.

Special events are being reviewed with the idea of adding a Mud Run, a new annual holiday special event and a new format for Eggstravaganza. There will also be a reorganization of summer camp offerings, partnering with the school districts to allow parents to register their children for both summer school and summer camp at one time.

Mr. Lerner's proposal also included relocating the ice rink at Victory Park to Belvidere Park to provide night skating and various programs throughout the winter.

Commissioner Duffy opposed the idea of ceasing skating operations at Victory Park and suggested that there be two sites for skating.

Commissioner Bridges and Commissioner Sarocka additionally voiced their support for the skating rink at Victory Park.

- Review FY 2013-14 Capital Improvement Program (CIP). Mr. Glogovsky reviewed capital improvements.

IV. Closed Session

Motion by Commissioner Foley, seconded by Commissioner Sarocka, to adjourn into executive session pursuant to 5 ILCS 120, 2(C)(1), to discuss personnel issues. Meeting adjourned into executive session at 6:40 p.m. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.

V. Adjournment

Motion by Commissioner Foley, seconded by Commissioner Bridges to adjourn. Motion carried. Meeting adjourned at 8:20 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith
Board Attorney/Secretary