

**Minutes of the Waukegan Park District
Committee of the Whole Meeting
July 22, 2014**

The Committee of the Whole of the Waukegan Park District met in a regular meeting on July 22, 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 Duffy who directed a call of the roll.

II. Roll Call

Present: Commissioners Duffy, Sarocka Bridges, Kilkelly. Absent: Commissioner Foley. Also present was Executive Director Greg Petry, Board Attorney/Secretary Charles Smith, and Doug Holzrichter of PHN Architects.

At 4:35 p.m., Commissioner Foley arrived and was seated.

III. Topics

A. Bonnie Brook Bathroom Renovation. Doug Holzrichter and Isela Catania of PHN Architects reviewed the design plans for the renovation of the men and women's bathrooms. Mr. Holzrichter also reviewed the lighting and the finishing for the fixtures.

President Duffy questioned the positioning of the changing tables and Mr. Holzrichter stated that the tables cannot impede ingress and egress without violating ADA.

President Duffy asked if the floor tiles will be slip resistant and was advised that they are.

President Duffy also stated that he wants GolfVisions consulted on the plans.

The commissioners asked that the suggested design changes for the bathrooms be posted at Bonnie Brook for at least one week in order to receive comments from patrons as to what might be the most desirable alterations to be made.

B. Discussion on increasing staff levels and organization of personnel. Mr. Petry stated that the Park District is experiencing an unprecedented growth in the use of the facilities. This has been fairly constant over the last several years, which has put an enormous amount of pressure on the staff with many members working far in excess of a 40 hour work week. He commented that many staff are putting in 90-100 hours per pay period and this creates a concern of staff burnout. Accordingly, he is asking each department head to review the needs of their department and to make

suggestions to the Board relative to staffing levels as they currently exist and any changes that they would recommend going forward.

Mr. Glogovsky pointed out that there are increased compliance requirements placed on the Human Resources Department, which will necessitate the hiring of a clerk position whose responsibilities are to assist with compliance and completing mounting paperwork requirements. With bringing the hiring process for part time and seasonal staff to HR from the departments, a staffing increase is needed. Also, the changes mandated by the Affordable Care Act and documentation concerning employee applications, there is not sufficient staffing at this time to complete those tasks. He requested considering adding a Human Resources clerk position in future budgets with a salary level of between \$28,000 and \$35,000, plus benefits.

Teddy Anderson discussed the needs for communication and outreach and reviewed the recent analysis that has been done of the Park District's attempt to strengthen outreach to the Spanish/Latino community. She stated that despite active posting for a part time position for a person with bilingual skills, there were only two applications received, neither of whom were qualified. Ms. Anderson stated that she is having difficulty in finding part time Spanish speaking individuals to fill this need and would accordingly recommend hiring, as soon as possible, a full time person for her department with bilingual skills. She estimates that the starting salary would be in the area of \$35,000 to 38,000 plus benefits.

Mr. Lerner discussed the needs of the Recreation Department. He has researched staffing levels at several other park districts in order to come up with recommendations for Waukegan. With the increase in membership at the Field House, he is recommending adding an additional recreation specialist. He also pointed out that if the grant for the pool is approved he would be recommending the addition of a recreation specialist with an aquatic background.

Mr. Lerner has reviewed the senior programming through the Belvidere Center and finds that there is a significant amount of duplication between what the Township, area banks and churches are offering for senior trips. He is recommending that the Park District utilize its efforts in this regard to do more family programming as opposed to just specializing for seniors. This position would have a salary of from \$35,000 to \$38,000, plus benefits and most likely would be proposed in the FY 2015-16 budget.

Mr. Trigg addressed the needs of the Parks Department. He stated that the capital budget has been reduced and many maintenance projects have been deferred and it is now necessary to begin dedicating resources to maintenance of the park facilities. He is recommending the addition of an associate planner to next year's budget with the hopes that this person would devote a great time in pursuing grants, particularly for aquatics, green initiatives, and OSLAD grants. Mr. Trigg said that if this person is successful in obtaining grants, the grants may actually cover the salary.

Ms. Freeman addressed the Cultural Art needs and pointed out that when she started there were three supervisors and there is now only one. Several programs handled by Cultural Arts have seen significant increases in citizen participation, most particularly the Dandelion Wine Festival and the recent Hispanic/Latino Outreach Day. She is suggesting adding one supervisor at a salary of approximately \$42,000 plus benefits. This would be proposed in future fiscal years.

Commissioner Bridges inquired as to whether future budgets would have adequate resources for proposed increases.

Mr. Petry indicated that while funding is always tight, there should be sufficient resources for what is being proposed.

IV. Commissioner Comments

Commissioner Sarocka had no comments or questions.

Commissioner Bridges stated that he is looking forward to the play on July 23.

Commissioner Kilkelly complimented Ms. Freeman on the Spanish/Latino "Christmas in July" event and thought it went well but was distressed by the lack of local news media coverage.

President Duffy asked about the \$3,900 for police services for the Independence Parade.

Mr. Petry advised that the City could not make a donation of police services this year as the budget was very tight after the Scoop the Loop event and accordingly, the Park District would have to pay for the police services.

The commissioners also asked if all the recent damage at the Field House caused by the sprinklers was covered by insurance and staff advised that the damage is covered. Efforts will be made to educate the members as to the cost of the repairs that were caused by members abusing the thermostats.

Commissioner Foley stated that she would like see the thermostats covered so there are no similar problems in the future.

Mr. Petry announced that Ms. Freeman has been appointed to the Waukegan Library Board and she was congratulated by the Board.

Mr. Petry announced that he has been nominated and selected for the American Academy for Park and Recreation Administration. The Board congratulated Mr. Petry and stated how this reflects well on the Waukegan Park District.

Mr. Lerner reported that the recent Mayor's Cup event at the SportsPark had 56 teams participating and that the event went extremely well. Both Mayor Motley and Congressman Schneider participated. The only problem noted was with people ignoring the police department concerning parking fees. Staff has a plan to prevent similar problems in the future.

IV. Closed Session

There was no motion to adjourn into closed session.

V. Adjournment.

Motion by Commissioner Bridges, seconded by Commissioner Foley, to adjourn. Motion carried unanimously. Meeting adjourned at 6:10 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith
Board Secretary