

**Minutes of the Waukegan Park District  
Special Meeting  
July 8, 2015**

The Board of Commissioners of the Waukegan Park District met in a special meeting on July 8, 2015 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

**I. Call to Order**

The meeting was called to order at 4:00 p.m. by President Foley who directed a call of the roll.

**II. Roll Call**

Present: Commissioners Kilkelly, Sarocka, Bridges, Jones, and President Foley. Absent: None. Also present was Executive Director Greg Petry and Chuck Smith.

**III. Topic(s)**

A. Commissioner Orientation, Part 2

Division Reports.

Executive Director. Mr. Petry made a presentation concerning his background and his tenure with the Park District. He shared a presentation that he had prepared for the IAPD Boot Camps concerning the duties and responsibilities of an executive director, commissioners and staff.

Executive Assistant. Sally Sandine presented her professional background and provided the board with a list and overview of her responsibilities here at the WPD. She described some specifics of her role, and thanked the commissioners for their support.

Mr. Petry elaborated on the work handled by Sally, and complimented her on her professionalism and the manner in which she organizes the material for the board meetings and her work with the board attorney and superintendents.

Community Relations Manager. Teddy Anderson explained her role with the Park District and gave her background, including her attending college at the University of North Dakota.

Ms. Anderson explained her attempts to expand the outreach to Spanish speaking residents and explained the role of the Park District in social media. She stated that the recognition that the Park District has received, including the Gold Medal, has made a positive impact.

Ms. Anderson also explained the formation of the Park Foundation, which has been granted 501(c)(3) status, and suggested a meet-and-greet event with the commissioners and department heads and members of the Foundation. Staff is to propose timing of the event.

Finally, Ms. Anderson explained the process of disseminating information that must be channeled through her office and that there should only be one spokesperson for the Park District with the media. She said that the role usually falls to Mr. Petry, but that it is important that the commissioners not speak on behalf of the Park District when inquiries come from the media.

Superintendent of Cultural Arts. Claudia Freeman provided her background and explained that working at the Park District is a journey home for her as she was born and raised in Waukegan. Ms. Freeman had a handout of materials concerning the activities of Cultural Arts, including the role in the theater company, symphony, chorus and orchestra. She expressed her regret that the Opera Company is no longer operating, but hopes that someday funding would be available to bring it back. Ms. Freeman also discussed the work of the Historical Society and the number of young individuals who receive music lessons through the Park District.

Superintendent of Finance and Administration. Jim Glogovsky made a presentation and reviewed his educational and work history background. Mr. Glogovsky reviewed the budget process and the importance of proper budget procedures in order to meet the financial obligations of the Park District, most particularly the bonds for the Field House and SportsPark.

The commissioners praised Mr. Glogovsky for the awards received for his budget and finance records. Mr. Glogovsky stated that such awards are gratifying but stressed that this is a team effort and gave a background of people involved in his department.

Mr. Glogovsky reviewed the options concerning the use of tablets for disseminating information and the board books. After a discussion, the commissioners agreed to return to the use of paper until a better system is found, either through laptop computers or user friendly tablet.

Risk Manager. Tanya Brady made a presentation, including her biographical and work history and discussed the media and public information policy and the crisis management plan.

Ms. Brady also reviewed the Non-discrimination and Anti-harassment policies and made an educational presentation concerning the HIPAA laws and how they apply to the Park District employees and commissioners.

Ms. Brady played a PDRMA video explaining PDRMA's role insuring park districts against loss and risk management.

Superintendent of Parks. Mike Trigg presented his biographical and work history. Mr. Trigg presented the park department's organizational chart and explained how a team approach gets the job done in maintaining the parks.

The commissioners commented how beautiful the parks are and Mr. Trigg explained that this is due to the hard work of the entire parks division.

Mr. Trigg reviewed the loss control procedures. He then discussed the Park District Master Plan, reminding the commissioners that this is a living/working document and that he would appreciate the commissioners bringing their books to the July meeting so that additions could be made.

Superintendent of Recreation. Jay Lerner made a presentation on behalf of Recreation. After giving his biographical and work history, Mr. Lerner reviewed the areas of operations within the recreation department. He explained that the Field House membership has grown to 3,500 members, quadruple what it was four years ago. He explained the various programs administered by Recreation, including the Field House, the SportsPark, the swimming pool, and Special Recreation.

Mr. Lerner stated that not only do the parks serve the recreational needs of the community, but it is also a major financial contributor to the area, citing the estimate that \$10,000,000 to \$15,000,000 comes into the local economy because of the Field House and SportsPark programs and their visitors attending functions from outside the Park District.

#### Commissioner Comments.

Commissioner Jones stated that he felt that since he is the new member of the board, much of the commissioner orientation was directed to bringing him up to speed and he stated that he is extremely impressed with the Park District's organization and the quality of the people working for the Park District. He stated that he was excited and enthused to be joining such an impressive organization and hoped to be able to contribute to the further growth of the Park District.

**Motion by Commissioner Sarocka, seconded by Commissioner Jones, to adjourn the meeting. Motion carried unanimously.** Meeting adjourned at 7:55 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith  
Board Secretary