

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
June 10, 2014**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on June 10, 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 Kilkelly, Foley, Sarocka, Bridges and President Duffy.
Absent: None. Also present was Executive Director Greg Petry and Board Attorney/Secretary Charles Smith.

III. Public Hearing regarding the Budget & Appropriation Ordinance.

No one from the public was present.

IV. Consent Items

A. Minutes

May 8, 2014 (Special Meeting/Master Plan Committee)
May 3, 2014 (Board of Commissioners Meeting)
May 15, 2014 (Special Meeting/Master Plan Focus Group)
May 20, 2014 (Committee of the Whole Meeting)
May 21, 2014 (Special Meeting/Master Plan Focus Group)
May 22, 2014 (Special Meeting/Master Plan Focus Group)

B. Bills

C. Payroll

D. Financial Statements

Mr. Petry advised that the Minutes from the May 13, 2014 Board of Commissioners meeting will be corrected to reflect his absence and the minutes from May 20, 2014 will be corrected to note the President as Duffy, not Kilkelly. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve consent items with the amendments as noted and pay the bills as presented. Ayes: Kilkelly, Foley, Sarocka, Bridges, Duffy. Nays: None. Absent: None.**

IV. Public Portion

Marissa Ihde, Melissa Maile, and Alissa Black will be interning in Special Recreation. Tim Haberli will be interning in Risk Management. Each new intern introduced themselves and gave a brief biography and their areas of interests.

No members of the public asked to address the Board.

V. Progress Reports

A. Executive Director. Greg Petry presented his written report. He reported on his trip to Japan to Waukegan's sister city and promised to bring photographs of the parks he visited to a future meeting. He thanked the Board for allowing him sufficient time to go and participate in this very worthwhile cultural exchange.

Mr. Petry presented a request from Mayor Motley for a contribution in the amount of \$10,000 to the Lakefront Advisory Committee.

President Duffy directed that the Mayor's request be deferred to later in the meeting.

Commissioner Sarocka raised a question in Mr. Petry's report concerning Park donations for a proposed new apartment complex on Green Bay Road near Washington Street.

Mr. Petry advised that the donation for the value of the property and the size of the parcel would be \$128,570. The developer is looking to negotiate that amount downward. Mr. Petry advised that he does not see a reason to do that and that the City is supportive of the Park District collecting the appropriate park donations for all developments.

Board Attorney Charles Smith advised that he had been contacted on June 9, 2014 by attorney Howard Teegen representing the developer and that the developer is again seeking relief from the amount of the park donation.

Commissioner Kilkelly asked if anything further had been done about the request from Anita Hanna as referred to in Mr. Petry's report and Mr. Petry responded no.

Commissioner Kilkelly asked about the Make a Wish Foundation request.

Mr. Petry explained that a dying child has made a request for playground in his yard so that he could experience playing in the park like children without disabilities. This request is being funded by the Make a Wish Foundation and the Park District may be called upon for in-kind help in construction or removal of materials.

Commissioner Foley requested that she be provided the total cost for all Gold Medal events.

Mr. Petry stated that the costs are all broken out in the budget and he will provide the figures to the Board.

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

C. IAPD/Legislation Update. Mr. Petry advised that there is a surplus of state money in the OSLAD funding and that the funding has increased from \$14M up to \$24M total.

Mr. Petry was contacted by the Illinois Department of Natural Resources (IDNR) concerning a Youth Employment workforce grant for 14-19 year olds; 8 for seasonal help and 1 supervisor for an 8 week period.

Angelo Kyle communicated with the Governor's office and DNR in support of the grant.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report.

Commissioner Sarocka asked a question concerning the receipts from the real estate tax referrals.

Mr. Glogovsky replied that the amount fluctuates widely, but June is a big month because most real estate payments are made in May and September.

Commissioner Kilkelly requested a copy of an incident from May 22, 2014 at Bonnie Brook that was referred to in Mr. Glogovsky's report. Mr. Glogovsky will forward her a copy of the report.

Commissioner Foley had a question concerning Joe George's report on upgrading the Microsoft XP computer software as there is no longer any support available for this software.

Mr. Glogovsky confirmed that the switch over is almost complete and answered Commissioner Foley's questions regarding upgrades and patches.

Commissioner Foley had a question concerning Mr. George's goals and when he would be starting on them.

Commissioner Foley stated that she appreciated the all the reports being printed on two sides to reduce the printing costs and the amount of paper that is utilized in keeping with the Park District's Green Initiatives.

Commissioner Sarocka had additional questions concerning the operating income at Bonnie Brook.

Mr. Glogovsky stated that as of now there is a projected \$30,000 loss due to the cold Spring weather.

D2. Cultural Arts. Claudia Freeman submitted her written report. She advised that the first Movie in the Park is scheduled for June 13. She also reported on the record attendance at the Dandelion Festival on June 7. There were approximately 2000-2500 patrons in attendance and the event ran smoothly. She also highlighted the June 19 Arts Park at Night. The ribbon cutting for that event would start at 6:00 p.m. at Plonien Park.

Commissioner Foley commented that she has passed by Plonien Park on several occasions and noted the heavy use by the community, particularly young children on the new play equipment.

Commissioner Foley also commented that although she was unable to attend the Dandelion Wine Festival she had heard several positive comments concerning the event, but did comment that some of the artists requested that they have the opportunity to park closer when displaying large paintings and the like.

Commissioner Sarocka asked Mr. Glogovsky about a wedding that took place on June 7 at Bonnie Brook as it was not listed on the finance report.

Mr. Glogovsky stated that he would check into this and report back to Commissioner Sarocka.

D3. Parks. Michael Trigg presented his written report. He thanked the commissioners for their participation in the Master Plan update. He stated that there will be a press release later this week concerning an inspection done by ReliaPOLE Inspection Services Company out of Texas. The report noted that the light poles for the tennis courts at both Victory and Bevier parks are in an unsafe condition due to age and corrosion on the poles and that they need to be removed as soon as possible. Mr. Trigg stated that there may be complaints about removal of the lights and that there would be no night tennis at either of those locations. There is no funding for lights in this fiscal year's capital budget and he will add the cost to a future budget.

Commissioner Sarocka asked about tree removal at Bonnie Brook.

Mr. Trigg stated that he is waiting until the winter months to remove trees as the Park District will receive a better price from vendors at that time unless there is a safety hazard that requires immediate tree removal.

Commissioner Sarocka stated that he did not see any of the trees as being an immediate safety hazard.

Commissioner Sarocka further stated that he was asked about the installation of Pickleball courts.

Mr. Trigg advised that this has already been done.

President Duffy raised further questions concerning the number of trees that need to be removed.

Mr. Trigg stated that trees had been taken down at Belvidere and Plonien parks because they are targeted for tree replacement. He also advised that there approximately 900 Ash trees within the District but noted that not all of the Ash trees are diseased.

Commissioner Kilkelly asked about the shape of handicapped swings.

Mr. Trigg advised that they look like a chair.

Commissioner Foley asked about the possibility of constructing a shelter at Belvidere Park.

Mr. Trigg advised that there is no money for a capital expenditure of that nature in this year's budget but it could be added to the capital plan in future years.

D4. Superintendent of Recreation. Jay Lerner submitted his written report, A Gold Medal float is being constructed for the parade and there would be room for the commissioners on benches if they desired to ride on the float. He also reported that Field House membership has reached a record high of 2,845 members.

Commissioner Bridges asked about accommodating requests from independent contractors who want to use the facilities for athletic training and lessons.

Mr. Lerner stated that he is in the process of working out agreements with individuals interested in using Park District facilities for such purposes.

Commissioner Sarocka stated that he had received an email with complaints that teams are not being allowed to play in the softball leagues. Other commissioners stated that they had received similar emails.

Mr. Lerner explained that initially it was planned to have two leagues, an "A" league for the more experienced and gifted players and a "B" league for more recreational players. Unfortunately, only two "A" leagues signed up and that therefore there was not enough for competition and the Park District decided not to have an "A" league. It then became necessary to advise the "B" league teams that they could not add "A" league players to their rosters as that created both a safety issue and potentially disrupt the balance of competition.

Mr. Lerner further reported that there are 13 "B" league teams and that all involved seemed to be satisfied with the resolution that was reached.

Commissioner Sarocka then asked about the use of "souped up" or high performance bats and balls that could present some danger because of the speed and power generated.

Mr. Lerner advised that he is currently surveying the teams about rules for equipment.

Commissioner Foley asked about the date for the bike run and was advised that it will be held on June 18. She also asked about the fitness expos and the Park District showing off its climbing wall.

Mr. Lerner stated that he would consider some sort of climbing wall competition to highlight the amenities at the Field House.

Commissioner Sarocka asked about the Park District supporting the First Tee event on June 11 and wanted more publicity.

Mr. Glogovsky stated that he would speak with Golf Visions about promoting the event.

Commissioner Kilkelly noted in Mr. Lerner's report the Eggstravaganza event and wanted to know the financial cost of the event.

Mr. Petry advised that all the special events will be analyzed as to their costs and would be discussed at the June 24 Committee of the Whole meeting.

Commissioner Kilkelly also commented that while she in the past has questioned the advisability of Eggstravaganza, she was extremely pleased with this year's event and noted that she had received several positive comments.

VI. Review, Discuss, Decide

A. Interfund Transfers - No Interfund Transfers were presented

B. Authorization to Accept Bids/Quotes

- Parks

- River Road Bike Path Change Order - Mr. Trigg explained that the recent heavy rains had caused a washout of part of the bike path and that Chicagoland Paving was requesting a change order far in excess of what it should have been for the damage caused by the rain. Mr. Trigg also advised that he had worked with Mike Shrake from Gewalt Hamilton relative to reviewing the change order. Mr. Trigg stated that he is recommending the change order from Chicagoland Paving not to exceed \$12,000 to cover unexpected damages caused by the heavy rains in May. He also noted that even with this change order, the project will still be completed on time and within budget.

Commissioner Sarocka raised a question concerning whether the drainage was sufficient for heavy rains and if there was further drainage work that needed to be done or expanded.

Mr. Trigg advised that Gewalt Hamilton is of the opinion that the drainage is sufficient to handle normal rainfalls and it is not appropriate to design facilities for 100 year flood events.

Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the change order request from Chicagoland Paving in an amount not to exceed \$12,000. Roll call to the motion: Ayes: Kilkelly, Foley, Sarocka, Bridges, Duffy. Nays: None. Absent: None. Motion carried unanimously.

C. Annual Debt and Bond Administrative Review Update - Mr. Glogovsky explained that to be in compliance with sound financial practices the "Post Issuance Compliance Checklist for Illinois Governmental Use Bonds" for the following Bond Series of 2008B, 2009B, 2013A and 2013B was conducted by his staff and the Park District was found to be in compliance with all issues. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to accept the report on compliance issues. Motion carried unanimously.**

D. Agreement

- Cultural Arts/Compass Creative Dramatics, LLC - **Motion by Commissioner Bridges, seconded by Commissioner Kilkelly, to accept the licensing agreement between the Waukegan Park District and Compass Creative Dramatics, LLC for space located in the Visual Arts Center, 533 Grand Avenue covering the period of May 8, 2014 to December 31, 2014.**

Question by Commissioner Kilkelly about the amount of revenue received under this agreement.

Ms. Freeman estimated that it would amount to a few hundred dollars a year.

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

- E. Permission to Conduct Religious Service
- Trinity United Lutheran, Bowen Park on August 17, 2014
 - Salvation Army, Hinkston Park on July 6, 2014

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the requests of Trinity United Lutheran Church for the use of the Janet Morrison Picnic Center at Bowen Park on August 17, 2014 and the Salvation Army for the use of Hinkston Park on July 6, 2014. Motion carried unanimously.

- F. Resolution
- 2014-15 - Semi Annual Review of Closed Session Minutes - **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve Resolution 2014-15, Semi Annual Review of Closed Session Minutes. Roll call to the motion: Ayes: Kilkelly, Foley, Sarocka, Bridges, Duffy. Nays: None. Absent: None. Motion carried unanimously.**

- G. Ordinances
- 14-03 Budget and Appropriation - **Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve Ordinance 14-03, Fiscal Budget and Appropriation. Roll call to the motion: Ayes: Kilkelly, Foley, Sarocka, Bridges, Duffy. Nays: None. Absent: None. Motion carried unanimously.**

- 14-04 Prevailing Wage - **Motion by Commissioner Foley, seconded by Kilkelly, to approve Ordinance 14-04 adopting the Prevailing Wage Rates for Laborers, Mechanics and Other Workers Performing Construction of Public Works for the Waukegan Park District. Roll call to the motion: Ayes: Kilkelly, Foley, Sarocka, Bridges, Duffy. Nays: None. Absent: None. Motion carried unanimously.**

H. Community Engagement Discussion - Theodora Anderson presented a memo concerning the Community Engagement Discussion. Mr. Petry noted how much the Park District has learned from other agencies, most particularly the Waukegan Library District and the Rockford Park District concerning branding and other outreach efforts of these agencies.

VII. Closed Session.

No motion was made to adjourn to closed session.

VIII. Commissioner Questions.

The commissioners had no comments or questions.

Mr. Petry presented a letter from Mayor Motley requesting funding of a lakefront master plan. The board expressed a consensus of support for the project. Mr. Petry will process the payment request.

IX. Adjournment.

Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to adjourn. Motion carried unanimously. Meeting adjourned at 5:46 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith
Board Secretary