

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
March 11, 2014**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on March 11, 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 Kilkelly 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 and Board Attorney/Secretary Charles Smith.

III. Consent Items

- A. Minutes
 - February 4, 2014 (Special Board Meeting)
 - February 11, 2014 (Board of Commissioners Meeting)
 - February 25, 2014 (Special Board Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements

Motion by Commissioner Bridges seconded by Commissioner Foley, to approve the consent items, and pay the bills as presented. Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None.

Mr. Glogovsky noted an error in the February 11, 2014 minutes regarding the discussion on EAV. Minutes were corrected. **Motion by Commissioner Bridges to amend his motion concerning the Consent Items to make the correction to the February 11, 2014 minutes, seconded by Commissioner Foley. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

IV. Public Portion

No members of the public asked to address the Board.

V. Progress Reports

A. Executive Director. Greg Petry submitted a written report. He advised that the grant for a swimming pool was submitted to the State on March 11, 2014. He

further reported that there have been efforts by other park districts and legislators to have the governor increase the amount of funding for parks. Commissioners Sarocka and Duffy asked for copies of the grant submittal and were provided the same at the meeting.

Mr. Petry also reported on discussions he had with members of the Rockford Park District comparing activities in Rockford, which is a community with similar demographics and population to Waukegan.

Mr. Petry further advised that the Waukegan Library is holding an event at Glen Flora Country Club on April 26, 2014 to celebrate its award of a gold medal for library districts. Commissioners wishing to attend are asked to let Sally know.

B. Attorney. Mr. Smith stated that he appeared in court on February 27, 2014 on the objections to taxes levied by the Park District and that the matter is set for further status on April 17, 2014.

C. IAPD/Legislation Update. Mr. Petry advised that the IAPD is closely watching the minimum wage legislation. Given the current political climate, he felt that it was appropriate to have Mr. Glogovsky budget for salaries of \$10 per hour in the coming fiscal year, anticipating an increase in the minimum wage.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report. He reported on a settlement concerning the number of governmental bodies that have pooled their resources for purchase of electricity and other commodities and advised that there will be a small amount of money refunded to the Park District.

Commissioner Sarocka asked if Mr. Glogovsky has met with Pat Morris' successor, Mark Stricklin. Mr. Glogovsky stated that he has not yet met with him, but he will in the future.

Mr. Petry pointed out that Pat Morris is still a consultant with the Assessor's office and will be working during peak times for a maximum of 600 hours per years.

Commissioner Duffy asked about the transfer of \$100,000 to the GolfVisions' account. Mr. Glogovsky stated that, as per our contract, this was to cover the operations until revenue starts coming in from golf.

Commissioner Duffy also commented that if we get much more snow, it is unlikely that there will be any cart revenue for the month of March.

Commissioner Duffy also asked about damage to the lights at the SportsPark contained in the risk management report.

Mr. Glogovsky reported that there is a liability issue as a possible design fault in the lights that the staff is looking into.

Commissioner Duffy asked about thefts at the Field House.

Mr. Glogovsky reported that most of the thefts are from unsecured lockers and that staff is working to provide greater security.

Commissioner Foley asked if the lockers in the gym area can be locked.

Mr. Lerner advised that they can be locked; the problem is that patrons are not locking up their possessions.

Commissioner Foley commented that there are events listed as Women City Club and Waukegan Women's Club. She noted that these are two separate organizations and in the past there has been some confusion and the wrong group has been billed for an event.

Mr. Glogovsky stated that he will make sure that the billings are correct.

Commissioner Bridges asked where Tanya Brady turns in her Tier 2 reports.

Mr. Glogovsky stated that he will check on this and report back to Commissioner Bridges.

Mr. Glogovsky advised that the discussions for FY 2014/15 will continue at the next Committee of the Whole meeting on March 25, 2014.

D2. Cultural Arts. Claudia Freeman submitted her written report. She reported that in July, 2014, Maya Rachel Stein and Amy Tingle will ride 1,400 miles on a tandem bicycle from Boulder CO to Beloit WI writing free poems and building Little Free Libraries. The Tandem Poetry Tour promotes literacy and love of reading. Ms. Stein and Ms. Tingle will be in Waukegan in early August and will include Bowen Park as a "Little Free Library" site. Ms. Freeman also stated that she will be in Washington, D.C. for the national Arts Advocacy Day from March 23-March 25, 2014.

D3. Parks. Michael Trigg presented his written report.

Commissioner Sarocka asked if he had any update on the greens at Bonnie Brook.

Mr. Trigg responded he did not at this time, but he would talk to Greg Benson.

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

Commissioner Foley commented that the Volunteer Recognition event at Bonnie Brook was extremely well done and that the staff should be commended.

Mr. Lerner reviewed the theme for the American Independence Day celebration and the Grand Marshal for the event. Mr. Lerner stated that the committee is centering on a theme about recognitions that the Park District has received, most particularly the Park District's gold medal.

He also reported that consideration is being given to naming Wayne Motley as the Grand Marshal.

VI. Review, Discuss, Decide

A. Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#43 Rec Schlsp)(16-11-11-583-9999) Recreation (02-97-79-473-9999)	577.50	577.50

Purpose. To cover financial assistance for two participants in pre-school Children's Connection program.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#43 Rec Schlsp)(16-11-11-583-9999) Recreation (02-97-81-473-9999)	1,155.00	1,155.00

Purpose: To cover financial assistance for two participants in the school age B.A.S.E. program.

Motion by Commissioner Sarocka, seconded by Commissioner Bridges to approve the interfund transfers as presented: Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges. Kilkelly. Nays: None. Absent: None. Motion carried unanimously.

B. Consultant Selection Park and Open Space Master Plan Update. Mr. Trigg and Tim Girmscheid reported on the process to review consultants for the Park and Open Space Master Plan. This Plan was last updated for the period of 2008-2013. There is a four-step review process to get to the point of making a recommendation. Several proposals were reviewed and the three most qualified consultants were called in for an interview. Preceding the interviews, the proposals were ranked and oral interviews were conducted. Mr. Trigg reviewed the material submitted by each of the

consultants and staff highly recommends Heller & Heller Consulting, Inc. based on its past work for the Park District and its ideas for updating the Master Plan at a cost not to exceed \$25,710. The commissioners then reviewed the proposed allocation of expenditures for the updated Parks and Open Space Master Plan prepared by Heller & Heller.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve an expenditure not to exceed \$25,710 with Heller & Heller Consulting, Inc. for the 2015-2020 Parks and Open Space Master Plan. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.

C. Community Engagement Initiative. Teddy Anderson made a presentation on the Community Engagement Initiative. She advised that there are eight sessions planned with various groups at the Field House to gather information that will help with the Strategic Plan. It is estimated that the cost of this project will be approximately \$12,000 and that this has been incorporated into the 2014/15 budget. Ms. Anderson also stated that she is requesting \$5,000 from the Lake County Foundation for funding for this project.

D. Authorization to Accept Bids/Quotes.

■ Parks.

■ Recreation Vehicle. **Motion by Commissioner Foley, seconded by Commissioner Bridges, to approve the purchase of a 2014 Ford Fusion Hybrid from Wright Automotive, Hillsboro IL, under the State of Illinois Central Management Services, Contract #4017336 in the amount of \$21,608. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

F. Staff Market Adjustment.

VII. Closed Session.

Motion by Commissioner Bridges, seconded by Commissioner Foley, to enter into Executive Session under 5 ILCS 120/2(C)(1) Personnel, and 5 ILCS 120/2(C)(5) Purchase of Real Estate. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously. Open session ended at 5:35 p.m.

Motion by Commissioner Duffy, seconded by Sarocka, to resume open session. Motion carried unanimously. Open session resumed at 5:55 p.m.

Following Executive Session, **Motion by Commissioner Duffy, seconded by Commissioner Bridges, to approve an adjustment in the compensation for the position of Director of Cultural Arts to increase the salary for that position based upon the Hay Group survey as recommended by the Executive Director. Roll call to the motion: Ayes: Duffy, Foley, Bridges, Kilkelly. Nays: Sarocka. Absent: None. Motion carried.**

VIII. Commissioner Questions.

Commissioner Duffy had no comments.

Commissioner Foley had no comments.

Commissioner Sarocka had no comments.

Commissioner Bridges thanked Mike Trigg and his team for the work at Arbor Park. He also commented that a number of constituents have spoken highly of the skating park proposal for Belvidere Park and that many would like to see a warming house.

Mr. Petry asked the commissioners if they had received any feedback from employees concerning salary adjustments following the Hays report.

The commissioners stated that they had not been contacted by any employees.

Mr. Petry reported that most employees who received a downward adjustment in salary were accepting of it, although some were upset and that the Senior Staff would continue to work with the employees as necessary during the transition.

President Kilkelly commented that the Volunteer and Patron reception was a great success. She also stated that there was good response to the Special Recreation dinner and that the Special Recreation participants always appreciate being honored for their achievements.

IX. Adjournment.

Motion by Commissioner Bridges, seconded by Commissioner Foley, to adjourn. Motion carried unanimously. Meeting adjourned at 6:07 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith
Board Secretary