

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
May 13, 2014**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on May 13, 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. Also present was Board Attorney/Secretary Charles Smith. Absent: Executive Director Greg Petry.

III. Consent Items

A. Minutes

April 7, 2014 (Special Board Meeting)

April 8, 2014 (Board of Commissioners Meeting)

April 22, 2014 (Special Board Meeting)

May 1, 2014 (Special Board Meeting - Golf Advisory)

May 5, 2014 (Special Board Meeting - Recreation Advisory)

May 7, 2014 (Special Board Meeting - Cultural Arts Advisory)

B. Bills

C. Payroll

D. Financial Statements

Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to approve consent items with amendments to the Minutes of April 8, 2014 and pay the bills as presented. Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None.

E. Authorization to Receive Bids/Quotes

▪ Parks Department

- Replace Bonnie Brook Maintenance Facility Flat Roof
- Golf Equipment Replacement - Tractor
- Golf Equipment Replacement - Bank Mower
- Golf Equipment Replacement – Groundsmaster Mower
- ADA Accessibility Improvements

- Pathway and Parking Lot Repairs/Sealcoating: Smith and Upton Parks and Bowen Park Parking Lot/Playground Crosswalk Speed Table
- Turfco Fertilizer Spreader
- Basketball/Tennis Court Maintenance (Upton, Belvidere & Ben Diamond Parks)
- Step Replacement (Bradbury East Side & Washington Park)
- Playground Audit Recommendations/Improvements
- Bowen Morrison Shelter Renovation/Frog Pond Project with CAG
- LED Retrofit Lighting – Parking Lots
- Park Equipment Replacement – Mower
- Recreation Vehicle Replacement - Van
- Bonnie Brook Maintenance Water Meter Replacement
- Bonnie Brook Bathroom Remodeling

IV. Public Portion

Jay Lerner introduced intern Lucy Okaz who will be working a customer survey and the Dandelion Wine Festival; and staff member Richard Fibish will be working with the Youth and Adult sports.

Minerva Tan stated that she is a homeowner on Western Avenue, Waukegan, who discussed the drainage problem which she asserts is associated with Western Avenue and stated she had discussed this problem with Alderman Lisa May.

Mike Trigg explained that his staff would look for ways to improve drainage. He stated that it is a shallow drain and he will report to the Board at its June meeting.

V. Progress Reports

A. Executive Director. Greg Petry's written report was submitted on his behalf as his flight home was delayed at Atlantic City airport.

Commissioner Foley questioned a prior "Week in Review" and had a question from the County Assessor on the golf management contract. Jim Glogovsky explained that this is not a lease of the land and it does not appear to be an issue.

Commissioner Foley inquired about the NRPA conference in October in North Carolina.

B. Attorney. Mr. Smith reported on the progress of the tax protest cases and advised that they have been continued to June 26, 2014.

C. IAPD/Legislation Update. No update was provided.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report and highlighted the Personal Property Replacement Tax is 132.88% of the FY2014-15 budget of \$794,054.

Ordinance 2014-15, Budget and Appropriation, will be published on May 29, 2014 and will be up for approval at the June 10, 2014 meeting.

D2. Cultural Arts. Claudia Freeman submitted her written report. She also presented the Young People's concert survey. Commissioner Foley stated that she has received comments that the font on the concert posters is too small.

D3. Parks. Michael Trigg presented his written report. Tim Girmscheid presented the Community Input meeting schedule and reviewed the program to gather public input. The project is going well and the plan is to complete the Master Plan by August, 2014. A Board workshop is also scheduled for May 20th.

Commissioner Bridges asked what type of questions are being asked of the public and what responses have been received.

Commissioner Duffy commented that he was at the first community input meeting. Other organizations were present and the community comments were good. He hopes that residents attend future meetings.

Commissioner Bridges asked about the status of the maintenance facility building. Mr. Trigg advised that the punch list was completed today.

Commissioner Sarocka asked about the progress at Sunset. Mr. Trigg advised that the park maintenance responsibility will likely not start until fall 2015.

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

Commissioner Bridges asked questions about instructions on CPR training. Mr. Lerner advised that training is being done by an independent contractor.

Commissioner Sarocka complimented Mr. Lerner on how the situation of individuals sneaking into the Field House was handled.

Commissioner Bridges requested a list of management staff at the Field House.

VI. Review, Discuss, Decide

A. Authorization to Accept Bids/Quotes

■ Parks

➤ One (1) Toro 4000D Grounds master Mower - **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the purchase of one Toro 4000-D, 4WD Groundsmaster mower from Reinders, Inc., accepting State contract #4017552 in the amount of \$51,874. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

➤ Bonnie Brook Maintenance Water Meter Replacement - **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve the bid of Ernie Peterson Plumbing in the amount of \$8,863 to demolish and install water meters at Bonnie Brook as required by Waukegan City Code.**

Discussion on the motion:

Commissioner Sarocka requested additional information from Ernie Peterson Plumbing.

Mr. Trigg offered to break down Peterson's quote.

Commissioner Duffy inquired if the number of meters need to be pictured, both 4" and 2", metric required.

Following discussion, **roll call on the motion: Ayes: Duffy, Foley, Kilkelly. Nays: Sarocka, Bridges. Absent: None. Motion carried 3-2.**

➤ Bowen Park Morrison Shelter Renovations/Ravine Enhancement/Expansion Project with CAG - **Motion by Commissioner Bridges, seconded by Commissioner Foley, to approve the bid for design development and engineering services with Hey & Associates in the amount of \$12,500 for Bowen Park Morrison Shelter Renovations/Ravine enhancement and expansion project. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

➤ Electronic Marquees: Bevier, Bowen, Belvidere and Bonnie Brook Golf Course - **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the bid of Sievert Electric in the amount of \$131,748 for Daktronics Electronic Message Boards and installation at Bowen, Bevier and Belvidere parks and Bonnie Brook Golf Course.**

Discussion on the motion:

President Kilkelly asked if changes/edits to the signs can be done via a wireless connection.

Commissioner Duffy suggested moving the sign at Bonnie Brook closer to Lewis Avenue.

Commissioner Sarocka asked about other bids.

Mr. Trigg advised that Sievert Electric is a proprietary dealer and installer for Daktronics.

Commissioner Bridges stated that he would prefer competitive bids.

Commissioner Duffy asked if staff have talked to the neighbors.

The City of Waukegan will approve the permits needed.

Following discussion, **roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

B. Agreements

■ Cultural Arts

➤ Compass Creative. This matter is deferred to the June meeting.

■ Recreation

➤ Boys & Girls Club of Lake County - **Motion by Commissioner Foley, seconded by Commission Sarocka, to approve an annual payment from the Waukegan Park District to the Boys & Girls Club of Lake County in the amount of \$28,000 annually for a one year period of July 1, 2014 through June 30, 2015 to be paid quarterly in the amount of \$7,000 on September 10, 2014; December 10, 2014; March 10, 2015, and June 10, 2015. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

➤ University of Illinois Extension Service

- Community Recreation Center for Urban 4-H Program

Motion by Commissioner Sarocka, seconded by Commission Foley, to approve The University of Illinois Extension Service lease agreement for July 1, 2014 through June 30, 2015. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.

C.	Interfund Transfers		
	<u>Fund</u>	<u>From</u>	<u>To</u>
	Memorial/Endow(#25 PIP)(16-11-11-583-9999)	1,000.00	1,000.00

Purpose: To cover the donation to the Waukegan Band Foundation.

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

D. Religious Event

■ June 28, 2014 at Washington Park. **Motion by Commissioner Duffy, seconded by Commissioner Bridges, to approve the request of Evangelical Churches of Waukegan to hold a religious event on June 28, 2014 from 1:00 p.m. to 5:00 p.m. at Washington Park. Motion carried unanimously.**

Commissioner Foley suggested more events should be held at Washington Park and perhaps a string quartet could play there.

E. Election of Officers - **Motion by Commissioner Sarocka, seconded by Commissioner Foley to approve the slate of Officers as follows:**

President	Terry Duffy
Vice President	Patricia Foley
Treasurer	Janet Kilkelly

Motion carried unanimously.

F. Appointment of Officials - **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the appointment of Officials as follows:**

Attorney	Charles W. Smith
Secretary	Charles W. Smith
Assistant Secretary	Greg Petry
Local Election Official	Greg Petry
Assistant Treasurer	James Glogovsky
IRMF Officer	James Glogovsky
PDRMA Representative	James Glogovsky
PDRMA Alternate Rep	Tanya Brady

Motion carried unanimously.

G. Appointment/Reappointment of Advisory Committee - **Motion by Commissioner Foley, seconded by President Kilkelly, to approve the following appointments and reappointments to the following committees:**

Cultural Arts Advisory Committee

Board Liaison	Pat Foley
Claudia Freeman	Superintendent of Cultural Arts
Ty Rohrer	Cultural Arts Museum Supervisor
Debra Carl	Cultural Arts Specialist
Betsy Stiles	Jason Clark
Bill Homer	Jo Dooley
David Johnson	Lisa May
Harry Came	Martha Padilla-Ramos
Jack Dudley	MaryFran Troha
Jamie O'Meara	Myra Gaytan
Jane Waller	Rich Ribando
David Motley	Roxanne Swanson
Harry Came	Jane Waller
Nina Geater	

Golf Advisory Committee

Board Liaison	Terry Duffy
Executive Director	Greg Petry
Superintendent of Finance	
& Administration	Jim Glogovsky
Jack Bradbury	Ellen Kiernan
Sandy Bradbury	Walter Lundquist
Sandy Chess	Emilio Perez
Troy Cooper	Sue Schwab
Daniel Dieck	

Recreation Program Advisory Committee

Board Liaison	George Bridges
Executive Director	Greg Petry
Superintendent of Recreation	Jay Lerner
Peggy Braden	Desiree Martinez
Caryn Clothier	Jesus Martinez
Sara Griffin	David Motley
Karen Harris	Martha Padilla-Ramos
Jerry Holisky	Dulce Ortiz

**Sharon Hoyle-Yap
Diane Kajfez
Della Steele**

**Odie Pahl
Mercedes Rivera
Doris Richter**

Special Recreation Program Advisory Committee

**Board Liaison
Executive Director
Superintendent of Recreation**

**Bill Sarocka
Greg Petry
Jay Lerner**

**Dane Cruz
Deanna Guidry
Melissa Juarez
Susan Johnson
Sharon Lambert**

**Chris Pace
Mercedes Rivera
Janalle Roth
Christina Torres
Tina Yurik**

Motion carried unanimously.

H. Resolutions

- Selection of Depositories 2014-05
- Bank Authorization
 - NorStates Bank 2014-06
 - First Midwest Bank 2014-07
 - Lake Forest Bank & Trust/Wintrust 2014-08
 - Associated Bank 2014-09
- Bank Signature Authorization
 - NorStates Bank 2014-10
 - First Midwest Bank 2014-11
 - First Midwest Bank 2014-12
 - Lake Forest Bank & Trust/Wintrust 2014-13
 - Associated Bank 2014-14

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Designating Depositories, Resolution 2014-05, and Resolution 2014-06 authorizing Norstates Bank as a depository; Resolution 2014-07 authorizing First Midwest Bank as a depository; Resolution 2014-08 authorizing Lake Forest Bank & Trust/Wintrust as a depository, and Resolution 2014-09 authorizing Associated Bank as a depository. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve bank signature authorizations for Norstates Bank Resolution 2014-10; First Midwest Bank Resolution 2014-11; First Midwest Bank Resolution 2014-12; Lake Forest Bank & Trust/Wintrust Resolution 2014-13, and Associated Bank, Resolution 2014-14. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.

VII. Closed Session.

No motion was made to adjourn to closed session.

VIII. Commissioner Questions.

Commissioner Sarocka welcomed Commissioner Duffy as President.

Commissioner Foley had no comment

Commissioner Bridges asked Mr. Trigg about the conclusion from the sewer problem complaint one year ago. He explained that the Western Tot Lot is a low point and the City issued building permits for homes in a flood plain. Commissioner Bridges also complimented Mr. Lerner for the information he provided.

President Kilkelly expressed her appreciation to the staff for their help over the past year.

Commissioner Duffy stated that he wants to keep getting things done. He is guardedly optimistic about the Master Plan.

The Board and staff presented flowers to President Kilkelly for her leadership.

IX. Adjournment.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to adjourn. Motion carried unanimously. Meeting adjourned at 5:40 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith
Board Secretary