

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
November 18, 2014**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on November 18, 2014 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 4:31 p.m. by President Duffy who directed a call of the roll.

II. Roll Call

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

III. Consent Items

- A. Minutes
 - October 21, 2014 (Board of Commissioners Meeting)
 - October 28, 2014 (Special Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements

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

IV. Public Portion

- Mayor Wayne Motley addressed the Board concerning the formation of the Waukegan Park Foundation. He stated the advantages that the Foundation can bring and the projects the Foundation might be able to undertake to benefit the parks and supplement the work done by the Park District.

President Duffy expressed his appreciation to the Mayor and those who are serving on the Foundation Board.

Commissioner Foley suggested that a time be found for the commissioners to meet with the Foundation Board members, perhaps in a social setting or at dinner to discuss the work of the Foundation.

The Board unanimously thanked Mayor Motley for his work in the formation of the Waukegan Park Foundation.

Jackie Pierce from PDRMA discussed the employee safety survey.

Mr. Glogovsky advised how the survey was conducted and complimented Tanya Brady for building a safety first culture within the Park District.

Ms. Pierce presented a reimbursement check in the amount of \$1,000 from PDRMA to the Park District to help defray the cost of the survey and congratulated the Board on the survey results which showed that there was a high level of employee concern and attention to safety.

Mr. Glogovsky introduced Jessica Martinez who will be working as an account assistant in Human Resources.

Teddy Anderson introduced Carlos Valentin who will be working in Communication Relations and will be preparing newsletters, website design, and translations.

Jay Lerner introduced Lali Salinas who is a new registration clerk at the Field House.

All three individuals are fluent in English and Spanish and gave brief backgrounds about their careers.

V. Progress Reports

A. Executive Director. Greg Petry presented his written report. He advised the Board that he has received a draft of the Strategic Plan and a final draft is expected shortly.

Mr. Petry reviewed the PARC grant process for the swimming pool and the team that is being assembled to oversee the design and construction of the pool. He advised that he is likely to engage McClure Engineering for engineering work since they did the prior site work. He recommends receiving a proposal from Stuckey Construction for construction management as well as one from W.B. Olson. Mr. Petry suggested that he invite Doug Holzrichter of PHN Architects to a Committee of the Whole meeting on November 25 to review the plans for the pool with the Board. He also recommends using the AT Group on a limited basis as an Owner's Representative.

B. Attorney. Mr. Smith reported that the closing on the 620 Jensen Court property occurred on October 23, 2014 and the deed was recorded on December 4, 2014. The petition for tax exemption is being prepared and will be submitted to the County for its next hearing, scheduled to be held in the summer of 2015. The County's deadline to file for tax exemption is October 1 and the closing was after this date.

Mr. Smith reviewed the Developer's Agreement for the new apartment complex on Green Bay Road.

Mr. Smith stated that he had been advised of individuals advertising that they are conducting personal training sessions on Park District property. A letter has been mailed to those who have advertised their services that this type of enterprise is not permitted by the Park District.

Finally, Mr. Smith advised that he has heard nothing further from the attorney for Milena's and that he will follow up on this matter.

C. IAPD/Legislation Update. Mr. Petry reported that he attended, along with Mr. Glogovsky and Mr. Smith, the IAPD Legal Symposium on November 6, 2014.

Mr. Petry also advised of the Park District's success in receiving grants and the prospects of future grants.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report and advised that TIF #5 at Fountain Square is being dissolved and that this would likely result in \$12M additional EAV coming on the tax rolls in 2016.

D2. Cultural Arts. Claudia Freeman presented her written report and reminded the Board that the Do-It-Yourself Messiah will be held on December 13, 2014.

D3. Parks. Michael Trigg was unavailable due to his recent knee surgery. His written report was available for the Board and there were no questions.

D4. Superintendent of Recreation. Jay Lerner submitted his written report and advised that he had reviewed the financials for the two concessioners at the SportsPark and stated that they had both made a profit in the time that they have been operating at the SportsPark.

Mr. Lerner advised that he will be looking for RFQs for the upcoming year.

VI. Review, Discuss, Decide

A. Interfund Transfers

B.	<u>Fund</u>		<u>From</u>
	<u>To</u>		
Memorial End #25 PIP (16-11-11-583-9999)		5,027.06	
	Recreation (01-11-11-473-9999)		5,027.06

Purpose: To offset expenses to run the annual Partners in Parks outing.

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

B. Recreation Software Purchase. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the purchase of RecTrac software at a cost of \$83,500.

Discussion on the motion: The Board reviewed Mr. Glogovsky's memo dated November 5, 2014 relative to the software costs and compared the annual cost between RecTrac versus ActiveNetwork and noted that there were considerable financial advantages to going with RecTrac in addition to the fact that this software is very user friendly and it is used by several surrounding park districts.

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

C. Illinois Municipal Retirement Fund (IMRF) Unfounded Actuarial Accrued Liability (UAAL) Payoff. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve a one-time payment in the amount of \$1,461,259 from the Corporate Fund to pay the assessment imposed by IMRF resulting from the loss that IMRF suffered in 2008. Roll call to the motion: Ayes: Foley, Sarocka, Bridges and Duffy. Nays: None. Absent: Kilkelly. Motion carried unanimously.

D. 2014 Estimated Tax Levy. Mr. Glogovsky reviewed the 2014 estimated tax levy and pointed out that in several funds the Park District is reaching the limit it can tax due to state statutes rate limitations. In prior years, the increases have been necessary because of the declining EAV. Mr. Glogovsky stated that the good news is that slowly the EAV is turning around and there have been slight increases in the EAV and more are expected in the future as the economy recovers from the collapse of the 2008 real estate market. The tax levy will be on the Board's December agenda for a special meeting on December 19 to approve. There will be no increase in the tax levy for 2014.

E. Developer Agreement
▪ **Green Bay Road Redevelopment Project Cash Distribution. Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the Developer's Cash Donation Agreement between the Waukegan Park District and Joel Kennedy for a development of 90 residential rental units on Green Bay Road north of Washington Street.**

Discussion on the motion: Mr. Smith pointed out that Mr. Petry had negotiated a favorable cash amount for the donation and that the only concession being made by the Park District is allowing the developer to make the donation in two steps, (1) after the occupancy permit is issued for the first 45 units and (2) the second payment

to be made after the occupancy permit is issued for the completed project of 90 units. The total cash donation is in the amount of \$85,554.

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

F. 2015 Board Meeting Schedule. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to table this matter until the December meeting when all commissioners could be present. Motion carried unanimously.**

G. Closure of Bank Account. **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to close account number 8100004927 at Lake Forest Bank & Trust. Roll call to the motion: Ayes: Foley, Sarocka, Bridges and Duffy. Nays: None. Absent: Kilkelly. Motion carried unanimously.**

H. Consent to Assignment of Contract with Williams Architects. **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve the Consent to Assignment of Contract between the Park District and PHN Architects and Williams Architects for the renovation of the Men's and Women's toilet and locker rooms at Bonnie Brook Clubhouse.**

Discussion on the motion: Mr. Petry explained that the Park District had recently received notification that PHN Architects has merged with Williams Architects.

Motion carried unanimously.

I. Full Time Position Modification. **Motion by Commissioner Bridges, seconded by Commissioner Sarocka, to approve the job classification of the Account Assistant-Cash Receipts position to one of Cash Receipts and Registration Software Coordinator based upon the HayGroup's analysis. The re-titled position would move from a level 11 to a level 12. Motion carried unanimously.**

J. License Agreements for 39 Jack Benny and 533 Grand Avenue. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the agreements between the Park District and the Waukegan Harbor Citizens Advisory Group (CAG)/IL Audubon Society for space at 39 Jack Benny Drive for a period of one year commencing January 1, 2015; and to approve the License Agreement between the Park District and MaryFran Troha and Judith Tabachnick for space at 533 Grand Avenue for a period of one year commencing January 1, 2015. Roll call to the motion: Ayes: Foley, Sarocka, Bridges and Duffy. Nays: None. Absent: Kilkelly. Motion carried unanimously.**

VII. Closed Session.

Motion by Commissioner Bridges, seconded by Commissioner Foley, to adjourn into closed session at 5:55 p.m. to discuss the purchase of real estate

pursuant to 5 ILCS 120/2(C)(5). Roll call to the motion: Ayes: Foley, Sarocka, Bridges and Duffy. Nays: None. Absent: Kilkelly. Motion carried unanimously.

Following closed session at 5:57 p.m., **Motion by Commissioner Bridges, seconded by Commissioner Foley, to resume open session. Roll call to the motion: Ayes: Foley, Sarocka, Bridges and Duffy. Nays: None. Absent: Kilkelly. Motion carried unanimously.**

VIII. Commissioner Questions.

There were no commissioner comments or questions.

IX. Adjournment.

Motion by Commissioner Bridges, seconded by Commissioner Sarocka, to adjourn. Motion carried unanimously. Meeting adjourned at 6:00 p.m.

Attendance recorded per policy. Commissioners Foley, Sarocka, Bridges and President Duffy were present. Commissioner Kilkelly was absent.

Respectfully submitted,

Charles W. Smith
Board Secretary