

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
September 8, 2015**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on September 8, 2015 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 Foley who directed a call of the roll.

II. Roll Call

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

III. Consent Items

- A. Minutes
 - August 11, 2015 (Board of Commissioners Meeting)
 - August 25, 2015 (Committee of the Whole Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements
- E. Authorization to Receive Bids/Quotes
 - Administration
 - Hinkston Indoor Pool Construction.

Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve the Consent Items and pay bills as presented.

Commissioner Kilkelly had a question regarding event parking and staff will provide her an answer. She further had a question about reimbursements on page 37 of the bills and was advised it was a person who cancelled enrollment in a class.

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

Jay Lerner introduced Jamie Teichmann. Ms. Teichmann stated that she will be working at the Belvidere Recreation Center as a Recreation Specialist. She holds a Masters Degree from SIU and a Bachelors Degree from Illinois State University. She will be developing programs for preschool and family activities.

IV. Public Portion

No members of the public asked to address the board.

V. Progress Reports

A. Executive Director. Greg Petry presented his written report. He discussed sponsorships, cooperation and working on relationships with the Waukegan School District.

President Foley stated her opinion that the Park District's approach to the School District was not what she would want and she is requesting a meeting to discuss this matter.

Commissioner Kilkelly stated that this is merely exploratory at this time.

President Foley stated that her impression was that the Park District was a "hard sell" on the School District.

Commissioner Sarocka stated he supports Mr. Petry's negotiating skills and that the relationship with the School District is merely exploratory and that meetings should continue.

President Foley requested that Mr. Petry request a meeting with the School District.

Commissioner Sarocka stated that he wants it clear that the board supports Mr. Petry's request for financial support for the pool from the School District.

Commissioner Kilkelly stated that it is her understanding that President Foley and Mr. Petry will meet with the School District and wants Mr. Petry to act as the spokesperson.

Commissioner Bridges stated that he supports Commissioner Kilkelly's position.

B. Attorney. Mr. Smith advised that he had nothing new to report to the board.

C. IAPD/Legislation Update. Mr. Petry reported that due to the budget stalemate in Springfield he has nothing new to report.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report. He stated that tax receipts are on track and within budget. He also stated that Mark Stricklin, Waukegan Township Assessor, has advised that he is anticipating a 4-5% increase in the EAV in the Township.

Commissioner Bridges asked that Mr. Stricklin address the board on the issue of the EAV.

Commissioner Kilkelly questioned the notation in the report that the cleaning service had "borrowed" a floor cleaner for a week.

Mr. Lerner reported that the cleaning service had returned the floor cleaner and offered a \$1,000 credit on their bill for having "borrowed" the floor cleaner. Mr. Lerner advised that the cleaning service has been terminated.

President Foley asked about the analysis of the Hay Report and also asked questions concerning two injuries that were included in Tanya Brady's report.

The commissioners had questions about a citizen taking photos of children participating in events at the pool.

Mr. Petry advised that he spoke to the individual and explained the Park District's concerns and that he was able to resolve the issue with the person understanding that he cannot take unsolicited photographs of children.

President Foley asked about the technology update.

Mr. Glogovsky explained that it is going well and that a lot of work is going into upgrading the system.

Commissioner Sarocka expressed his appreciation for the analysis presented about the Partners in Parks event. He encouraged using incentives to get more residents to participate in this event as well as allowing passholders to use their passes to golf in this event.

Commissioner Sarocka asked questions regarding GolfVisions numbers and noted that even with better weather, golf numbers remain low.

Mr. Glogovsky explained that revenue is down and the season has been shorter, but stressed that GolfVisions does a good job of controlling expenses.

Commissioner Sarocka wondered if the benefits of GolfVisions operations outweigh the Park District running the golf courses itself.

Commissioner Bridges asked about the length of the contract between the Park District and GolfVisions and was advised that it was a three year contract.

Mr. Glogovsky stated that GolfVisions does a better job of managing expenses.

Mr. Glogovsky commented that the Partners in Parks committee has been doing an outstanding job and increased revenue by \$4,600, mainly from increased sponsorships.

D2. Cultural Arts. Claudia Freeman presented her written report. She stated that she recently was advised that the Illinois Arts Council has canceled their meeting because there is no budget approved in Springfield.

Commissioner Kilkelly questioned if cultural events are changing due to a lack of attendance.

Ms. Freeman advised that yes, events have been changed if the community does not seem to be interested in what is being programmed.

D3. Parks. Michael Trigg presented his written report. Commissioner Bridges asked about the sign lights at the Field House.

Mr. Trigg advised that this is an ongoing issue.

Commissioner Bridges is concerned about damage to the gym floor.

President Foley had a question about a rattling or vibrating sound in the Field House near the laundry. Mr. Trigg said he would look into this.

Commissioner Bridges expressed his appreciation to Mr. Trigg for the installation of the expression swing at Belvidere Park.

President Foley asked that the Park District look into some publicity for the new swing and other activities.

D4. Superintendent of Recreation. Jay Lerner submitted his written report and advised that there has been a change in personnel for the janitorial services at the Field House. They are using employees and contractors to cover the work. Mr. Lerner also advised that the Mexican Independence Parade (Fiestas Patrias) is scheduled for Sunday, September 13, 2015.

Commissioner Sarocka asked if the custodial jobs have been posted.

Mr. Lerner advised they are only advertising for part-time positions.

Mr. Lerner advised that the Croatian soccer tournament over the Labor Day weekend went well. There were no problems with alcohol or tobacco use.

Commissioner Kilkelly asked about the 2015 Live Green Family Festival included in Mr. Lerner's report.

Mr. Lerner commented that in addition to material contained in his report that he thought the event went well.

VI. Review, Discuss, Decide

A. Interfund Transfers.

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem End #25-PIP (16-11-11-583-9999)	\$7,578.76	
Corporate (01-11-11-473-9999)		\$7,578.76

Purpose: To offset costs associated with the 2015 Partner's in Parks Golf Outing.

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem End #43-Rec Scholar (16-11-11-583-9999)	\$2,703.00	
Recreation (02-97-24-473-9999)		\$2,703.00

Purpose: To cover scholarships for Bowen Park Rangers and Belvidere Explorers.

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem End #43-Rec Scholar (16-11-11-583-9999)	\$2,414.00	
Recreation (02-97-81-473-9999)		\$2,414.00

Purpose: To cover scholarships for Teen Quest camps.

<u>Fund</u>	<u>From</u>	<u>To</u>
Spec Recreation (08-48-24-583-9999)	\$347.25	
Recreation (02-71-47-473-9999)		\$347.25

Purpose: To cover scholarships for Bowen Park Rangers and Belvidere Explorers camps.

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem End #43-Rec Scholar (16-11-11-583-9999) Recreation (02-71-22-473-9999)	\$343.00	\$343.00

Purpose: To cover scholarships for swim lessons.

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem End #43-Rec Scholar (16-11-11-583-9999) Recreation (02-46-92-473-9999)	\$73.00	\$73.00

Purpose: To cover scholarships for Jr. Bulldog scholarships.

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem End #43-Rec Scholar (16-11-11-583-9999) Recreation (02-46-92-473-9999)	\$50.00	\$50.00

Purpose: To cover scholarships for All-Around Basketball.

<u>Fund</u>	<u>From</u>	<u>To</u>
Mem End #43-Rec Scholar (16-11-11-583-9999) Recreation (02-46-92-473-9999)	\$45.00	\$45.00

Purpose: To cover scholarships for Girls Fast Pitch Softball.

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

B. Stuckey Construction - Letter of Request to Bid Self Perform Work for Hinkston Indoor Pool Project. **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve Stuckey Construction Company's request to bid on the trade packages, including General Construction and Carpentry, Concrete, and Swimming Pool Concrete.**

Commissioner Bridges encouraged Mr. Stuckey and all other bidders to hire locally.

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

C. FY 2014-15 Audit. **Motion by Commissioner Bridges, seconded by Commissioner Kilkelly, to accept the FY2014-15 Comprehensive Annual Financial Report/Audit as presented by Knutte & Associates.**

Mr. Glogovsky pointed out a change from the preliminary audit in Section 4 regarding golf revenue.

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

D. Authorization to Accept Bids/Quote.

➤ Upton Park Douglas House & Bonnie Brook Golf Course Roofing Removals & Replacements. **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve the 2015 Upton Park Douglas House bid, using House DaVinci Composite Shingles, to Waukegan Roofing Co. of Waukegan IL in the amount of \$99,000.**

Mr. Trigg reviewed the bids with the commissioners and after his review, **Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.**

Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve the low bid (base bid of \$2,000 for Bonnie Brook Course areas 1 and 2, plus bids for course roof areas 3,4,5, and 6 in the amount of \$11,700) for a total of \$13,700 to All American Exterior Solutions of Lake Zurich. Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.

➤ 2015 Parking Lot Maintenance Program: Bowen Park Concrete Speed Table. **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve the low bid of Stuckey Construction of Waukegan IL in the amount of \$46,400 for the Bowen Park Concrete Speed Table.**

Mr. Trigg explained the work to be performed under the bid and reviewed the four bids that had been received. **Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.**

➤ 2015 Parking Lot Maintenance Program: Bonnie Brook Golf Course. **Motion by Commissioner Kilkelly, seconded by Commissioner Sarocka, to approve the low bid of Maneval Construction of Grayslake IL, in the amount of \$88,570.80 for 2015 Parking Lot Maintenance Program at Bonnie Brook Golf Course.**

Mr. Trigg explained the work to be performed. **Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.**

➤ Bowen Park - Morrison Shelter Permeable Pavers Installation. **Motion by Commissioner Kilkelly, seconded by Commissioner Bridges, to approve the low bid of Fuerte Systems of Joliet IL, in the amount of \$61,158 for the Morrison Shelter Permeable Pavers installation.**

Mr. Trigg explained the nature of the work to be performed and reviewed the six bids received.

Commissioner Sarocka asked about references and prior work performed by Fuerte Systems.

Tim Girmscheid advised that Fuerte's references had been checked out and they were all good references.

Mr. Trigg advised that Fuerte did substantial work for the Park District on the Roosevelt Park renovation and found them to be a good vendor and that they worked well with staff. **Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.**

➤ Parks Vehicle Replacement - State Contract. **Motion by Commissioner Sarocka, seconded by Commissioner Jones, to approve state contract bid #4017340 for a Ford F250 Super Duty 4x4 truck with snow plow from Bob Ridings Fleet Sales Program, of Taylorville IL, in the amount of \$23,610.**

Mr. Trigg advised that this is part of the state contract bidding, the type of vehicle and its use. **Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.**

E. LEARN Charter School Parking License Agreement. **Motion by Commissioner Jones, seconded by Commissioner Sarocka, to approve the Parking License Agreement between LEARN Charter School Network and Waukegan Park District for parking spaces at Roosevelt Park.**

Board Attorney Charles Smith and Mr. Trigg explained the nature of the agreement and how the parking spaces are utilized. **Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously.**

F. Settlement of Tax Objections.

G. Policy on Commissioner privileges for activities, Programs and Facilities. **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve an amendment to the Commissioner Privileges and Activities/Programs and Facilities.**

The commissioners reviewed the existing policy concerning commissioner privileges and activities.

Commissioner Sarocka stated that he favored the return to the previous policy regarding use of facilities.

Commissioner Kilkelly stated that there is still a displacement of the public issue and that she favored keeping the existing policy and not reverting to a policy that allows commissioners unlimited use at any time at park facilities, including the golf course. **Roll call to the motion: Ayes: Sarocka, Bridges, Jones. Nays: Kilkelly, Foley. Absent: None. Motion carried 3-2.**

H. Team Building.

VII. Closed Session.

Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to adjourn into closed session to discuss collective bargaining negotiations pursuant to 5 ILCS 120/2(C)(2) and pending litigation pursuant to 5 ILCS 120/2(c)(11). Roll call to the motion: Ayes: Kilkelly, Sarocka, Bridges, Jones, Foley. Nays: None. Absent: None. Motion carried unanimously. Regular session adjourned at 5:55 p.m.

Following closed session, **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to reopen regular session. Motion carried unanimously.** Executive session ended at 6:04 p.m.

VIII. Next Meeting

A. Committee of the Whole, September 22, 2015. Topics: Board Team Building.

IX. Commissioner Comments

Commissioner Kilkelly stated that there is potential liability under the new commissioner privileges policy that should be discussed at the September 22 meeting.

President Foley asked for locations of 5k events being held in the parks.

Commissioner Jones stated that he felt that the vote concerning commissioner privileges was handled fairly and professionally.

Mr. Glogovsky commented that he would be required to issue a 1099 Miscellaneous Income Form to any commissioner exceeding the \$600 threshold for taxable fringe benefits. He also stated that this was confirmed by Chapman and Cutler Tax Attorney Gary Polega and auditor Laurie DeFazio of Knutte and Associates.

XI. Adjournment.

Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to adjourn. Motion carried unanimously. Meeting adjourned at 6:14 p.m.

Respectfully submitted,

Charles W. Smith
Board Secretary