

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
April 12, 2011**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on April 12, 2011 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 3:45 p.m. by President Pro Tem Foley who directed a call of the roll.

II. Roll Call

Present: Commissioners Duffy, Foley, Sarocka. Absent: President Motley, Commissioner Kilkelly. Also present were Executive Director Greg Petry, Board Attorney Charles Smith.

III. Consent Items

- A. Minutes
February 28, 2011 (Committee of the Whole Meeting)
March 8, 2011 (Board of Commissioners Meeting)
March 28, 2011 (Committee of the Whole Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements

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

Commissioner Duffy requested a clarification of the Committee of the Whole minutes from February 28, 2011, concerning consumption of alcohol at the SportsPark. It was explained that the only alcohol that would be allowed to be consumed would be beer.

Roll call to the motion to approve consent items: Ayes: Duffy, Foley, Sarocka. Nays: None. Absent: Motley, Kilkelly. Motion carried unanimously.

IV. Public Portion

No member of the public asked to address the Board.

V. Progress Reports

A. Executive Director

Greg Petry presented a written report and discussed the Strategic Plan updates. Commissioner Foley questioned the RFQ for pool consultants and Mr. Petry explained that there were 13 responses and five will be requested to submit proposals.

B. Attorney

Board Attorney Charles Smith reported that the Vakili case remains set for trial in May, 2011. Mr. Petry explained that the City has not yet issued a permit to Mr. Vakili to repair the ravine.

Mr. Petry also asked Mr. Smith for an update on the foreclosure action concerning the property. Mr. Smith reported that the defendants have been served with the foreclosure complaint, but no attorney has yet filed an appearance on behalf of the defendants and it is likely the foreclosure will take a year before it is resolved.

At this time, Commissioner Kilkelly entered the meeting. **Motion by Commissioner Sarocka, seconded by Commissioner Duffy, to seat Commissioner Kilkelly, who arrived at 4:00 p.m. Motion carried unanimously.**

Mr. Smith requested that the Committee of the Whole meeting, currently set for April 25, 2011, be rescheduled due to a conflict he has on that date. Mr. Smith explained that he wanted to discuss at the next meeting the Open Meetings Act and other relevant statutes affecting the commissioners, particularly as it relates to the use of e-mail. The Board agreed that the Committee of the Whole meeting would be rescheduled to April 21, 2011 at 4:00 p.m.

C. IAPD/Legislation Update

Mr. Petry reported that there is a bill pending in the legislature requiring all commissioners to complete the FOIA training that is available online through the Attorney General's office. He will continue to keep the Board updated as to the progress of that bill.

The legislative conference is set for May 3 and 4, 2011, in Springfield. Commissioners Motley, Foley and Kilkelly have volunteered for an IAPD committee.

Commissioner Sarocka asked Mr. Trigg about regulations for signage at the SportsPark. Mr. Trigg advised that the staff is verifying all applicable rules and regulations concerning signs.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented a written report. The commissioners inquired about the part-time employee that had recently left and Mr. Glogovsky explained that the funding for her position has been exhausted. The employee had done so well that he had budgeted for a part-time position in the coming year. That former employee has since found full time employment.

D2. Cultural Arts. Claudia Freeman submitted her written report and reported that she had recently traveled to Washington, DC, and met with Illinois congressmen regarding support for the arts program. She reported that two members of the Illinois Congressional Delegation were very supportive of funding for the arts.

Commissioner Kilkelly asked if any Cultural Arts event was being planned to recognize the 150th anniversary of the commencement of the Civil War. Ms. Freeman explained that the Historical Society is planning several events in recognition of the 150th anniversary of the commencement of the Civil War.

D3. Parks. Michael Trigg presented his written report. He advised that Arbor Day is set for April 29, 2011 at Bowen Park. Mr. Trigg advised that June is Parks Month and one of the highlights will be the June 3rd grand opening of the SportsPark.

The Board was also advised that a great friend of the Park District and one of the community leaders in the bond referendum, Bob Morrison, had died. The Morrison family has requested that in lieu of flowers, donations be made to the Waukegan Park District for a memorial fund. The family has agreed to match donations up to \$5,000. The Park District will rename the Janet Morrison Picnic Pavilion at Bowen Park to the Bob and Janet Morrison Picnic Pavilion.

D4. Recreation. Alicia Mentell presented her written report, which included a report on the Polar Bear Plunge and the American Independence Festivities activities. She advised that Fred Abdula has agreed to be the Grand Marshal for the American Independence Festivities parade.

Ms. Mentell advised that special recreation has received a grant in the amount of \$1,500. She also reported that Tara Purtell has been hired to work at the Field House reception desk.

Commissioner Duffy requested that the City logo not be removed from any of the Park District banners displayed at the American Independence Festivities, even though the City has withdrawn its financial support for the parade.

Commissioner Foley asked about the shifting foundation of the Douglas House at Upton Park. Mr. Trigg advised that staff is aware of the problem and is looking into this issue.

VII. Review, Discuss, Decide

A. Authorization to Accept Bids/Quotes.

•Parks

•SportsPark Equipment. Motion by Commissioner Sarocka, seconded by Commissioner Duffy, to approve the bid of Burris Equipment, of Waukegan IL, in the amount of \$13,996.20 for the purchase of an Aeravator with seeder box for the SportsPark. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Kilkelly. Nays: None. Absent: Motley. Motion carried unanimously.

•Contractual Mowing Services. Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to approve the bid of Ski's Landscaping, of Waukegan IL, in the amount of \$15,300 for the contractual mowing services for Arbor Park, Country Lane Park, Diversity Park, Rudd Farm Park, and Serenity Park for 2011, and accepting the second year extension of the contract to lock in the amount of \$15,300 for 2012. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Kilkelly. Nays: None. Absent: Motley. Motion carried unanimously.

•Administration (Community Relations)

•2011-12 Brochure Printing Bid. Motion by Commissioner Sarocka, seconded by Commissioner Duffy, to approve the bid of Castle PrinTech, of DeKalb IL, in the amount of \$13,725 for the printing of 64 pages of the quarterly Park District brochure, \$15,010 for 72 pages, and \$16,025 for 80 pages per quarter for 80# text gloss cover, opaque, 96 brightness. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Kilkelly. Nays: None. Absent: Motley. Motion carried unanimously.

•Recreation

•SportsPark Athletic Equipment. **Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to approve the bid of BSN Sports, of Dallas TX, in the amount of \$17,583.11 for the purchase of athletic equipment for the SportsPark and to reject the bids of Beacon Athletics of Middleton WI, Sports in Demand of Waukegan IL, and Van’s of Waukegan IL, as being incomplete bids. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Kilkelly. Nays: None. Absent: Motley. Motion carried unanimously.**

•SportsPark Concession Equipment. **Motion by Commissioner Sarocka, seconded by Commissioner Duffy, to approve the bid of RAH Equipment of Round Lake IL, in the amount of \$15,283.24 for the purchase of concession equipment for the SportsPark. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Kilkelly. Nays: None. Absent: Motley. Motion carried unanimously.**

B. SportsPark Concession Agreement. Mr. Petry reported that he is awaiting a response from MiLena’s as to the concession agreement. After MiLena’s responds, Mr. Petry will advise the Board.

Commissioner Foley questioned if this agreement is an exclusive agreement for catering services at the SportsPark and Mr. Smith advised that as drafted, it is an exclusive contract. Mr. Petry advised that MiLena’s will be able to handle specific catering requests.

C. Interfund Transfers. **Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to approve the Interfund Transfers as follows:**

<u>Fund</u>	<u>From</u>	<u>To</u>
Special Recreation (08-13-72-521-1400)	\$36,000.00	
Recreation (02-11-11-441-0200)		\$36,000.00
<u>Purpose:</u> Annual budgeted rental transfer for Special Recreation.		

<u>Fund</u>	<u>From</u>	<u>To</u>
Working Cash (11-11-11-583-9999)	\$1,487.69	
Corporate (01-11-11-473-9999)		\$1,487.69
<u>Purpose:</u> Annual budgeted interest transfer.		

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial End. #51 (16-11-11-583-9999)	\$190.00	
Recreation (02-46-92-473-9999)		\$190.00
<u>Purpose:</u> Scholarships for Let’s Move Sports and Fitness Camp.		

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

D. 2011/12 Salary Schedules. **Motion by Commissioner Sarocka, seconded by Commissioner Duffy, to approve the 2011/12 salary schedule as presented with a 2% increase for all employees. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Kilkelly. Nays: None. Absent: Motley. Motion carried unanimously.**

E. Approval of FY 2011/12 Budget and Capital Improvement Plan. **Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to approve the 2011/12 Budget and Capital Improvement Plan as presented.**

Commissioner Kilkelly asked about the new ADA standards, which commenced on March 15, 2011.

Mr. Glogovsky discussed additions and additional amounts from the new city tax that was added to the budget since its preliminary review.

Mr. Glogovsky also reviewed the Debt Service Fund.

The commissioners reviewed the budget.

Commissioner Sarocka discussed improvements he would like to see at the Bonnie Brook Golf Course.

Commissioner Duffy discussed his opinion about the proposals made by Commissioner Sarocka.

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

F. Resolution 2011-04

•Classification of Capital Funds. **Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to approve Resolution 2011-04, Classification of Capital Funds.**

Mr. Glogovsky explained the amendments to the Governmental Accounting Standards Board (GASB), which required the segregation and commitment of funds for capital improvements. He further explained that the commitment made in the resolution did not mean that the commissioners could not change the capital expenditures during the year.

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

VII. Closed Session

No motion was made to adjourn into closed session.

VIII. Questions from Commissioners.

Commissioner Duffy discussed a request that a Spanish speaking announcer be present at the Eggstravanza to use a megaphone and advise participants in English and Spanish as to the instructions for the event.

Commissioner Duffy commented concerning the 700 parking spots available at the SportsPark and whether it would be advisable not to charge for parking at the grand opening since parking charges can cover the cost of valet parking.

Commissioner Sarocka commented that the Bonnie Brook golf course is now open and that on Sunday many patrons used the course. He then commented that the greens came through the winter in good shape and praised the staff. He also commented that he did not feel that the cheeseburgers served at Bonnie Brook were up to last year's standards.

Commissioner Kilkelly stated that she does not see the need for a shuttle at the SportsPark.

Commissioner Kilkelly also stated that the \$25,000 for improvements to the Bonnie Brook golf course were contained in the budget and that she is hopeful to get more input from golfers as to what changes they wanted to see. She requested that the improvements in the golf course be discussed at the next golf committee meeting and whether the committee could come up with a three to five year plan for improvements at each facility.

Commissioner Foley announced that the Committee of the Whole meeting would be moved at Mr. Smith's request to April 21, 2011 at 4:00 p.m. and that the agenda would include the Freedom of Information Act and other in-service training provided by Mr. Smith on legal issues affecting the commissioners.

Commissioner Foley, after discussing with the commissioners, said that there would be no further discussions of the changes to Bonnie Brook golf course to be discussed at the meeting.

Commissioner Foley commented that when she arrived at the Field House this past Sunday, a basketball tournament was in progress and there was no coverage at the front desk. Mr. Petry said that the staff will monitor that situation and find out why no one was at the front desk.

The commissioners were reminded that there is a Recreation Advisory Committee meeting on April 13 at 7:00 p.m. at the BRC.

IX. Adjournment

Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to adjourn regular session. Motion carried unanimously. Meeting adjourned at 5:30 p.m.

Respectfully submitted,

Charles W. Smith
Secretary