

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
August 13, 2013**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on August 13, 2013 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, and President Kilkelly. Absent: Commissioners Sarocka and Bridges. Also present was Executive Director Greg Petry, Board Attorney/Secretary Charles Smith.

III. Consent Items

- A. Minutes
 - July 9, 2013 - Board of Commissioners Meeting
 - July 23, 2013 - Special Board Meeting
- B. Bills
- C. Payroll
- D. Financial Statements

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

IV. Public Portion

Jackie Pierce from PDRMA presented an award to the Waukegan Park District for exemplary accomplishments in loss prevention and control of claims. Ms. Pierce explained the review process that PDRMA undertakes of each of their member agencies and that this is very much a strengths and weaknesses assessment and not a loss control audit. Ms. Pierce noted that the Park District had a 98.5% overall rating and no department had below a 96% rating in the review process.

Based on the outstanding performance of the Park District, it retains its accreditation and reflects a high level of risk management. Mr. Pierce praised the Park District for its emphasis on risk management and congratulated the Board again receiving the accreditation certificate.

The Board congratulated Tanya Brady for her efforts in work with PDRMA and mitigating losses within the Park District.

Commissioner Duffy asked about pool safety and particularly in light of a drowning in an other park district.

Ms. Pierce stated that she could not share any details of that particular incident but shared that the safety information gained by PDRMA throughout the year is shared with PDRMA members.

Motion by Commissioner Duffy, seconded by Commissioner Foley, to seat Commissioner Bridges at 4:40 p.m. Motion carried unanimously.

V. Progress Reports

A. Executive Director. Greg Petry submitted a written report. He provided a Strategic Plan Update and noted that out of 225 objections, 208 were addressed within the last year. The information on the progress of the Strategic Plan is noted on Park District's website.

Commissioner Foley asked Teddy Anderson how the branding efforts of the Park District is progressing. Ms. Anderson advised that there were very few sponsors from the Latino community and she is now working on focus groups looking into efforts to reach out to the Hispanic community members.

Commissioner Bridges congratulated Mr. Petry on being the recipient of Men of Distinction by Waukegan Township.

Commissioner Duffy asked about the golf clinic that is being run in conjunction with the PGA Tour at Conway Farms.

Mr. Petry explained that 20 kids from Waukegan and another 20 from North Chicago will be transported to Conway Farms during the tournament and receive lessons from the golf pros and attend a reception held by the Tournament.

B. Attorney. Mr. Smith presented an update concerning a recent Appellate Court decision concerning FOIA requests that can seek the emails and phone records of the commissioners if they are using electronic devices during meetings. Mr. Smith further noted that if a commissioner is provided with a computer or tablet computer device that belongs to the Park District any communications thereon would be subject to FOIA.

Motion by Commissioner Duffy, seconded by Commissioner Bridges, to seat Commissioner Sarocka at 4:53 p.m. Motion carried unanimously.

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

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report and discussed the Moody's downgrading from Aa2 to Aa3. He explained that this is primarily due to the tax base decline and that the Waukegan property taxes are at their maximum. Moody's also noted that Waukegan's social economic base was not favorable compared to comparable sized cities. The tax base has dropped 33% since 2009.

Commissioner Duffy questioned current bond rates and was advised that these rates are locked in, but Moody's rating would affect future projects where the Park District is seeking to utilize its bonding authority.

Mr. Glogovsky noted that the October rollover bond will have more information on this issue.

D2. Cultural Arts. Claudia Freeman submitted her written report. There were no questions from the commissioners.

D3. Parks. Michael Trigg presented his written report.

Commissioner Foley raised the question of how Waukegan could obtain designation as a "Tree City USA".

Mr. Trigg advised that the City must be the applicant, not the Park District.

Commissioner Sarocka asked how the SportsPark had been affected by the recent road work.

Mr. Trigg advised that the road work has not had much, if any, affect on the SportsPark operation.

Commissioner Bridges raised an issue of lax enforcement of the smoking ban at the SportsPark.

Commissioner Duffy inquired about the status of the grant for Clearview Park.

President Kilkelly asked about the effectiveness of chemicals to combat Emerald Ash Borer disease.

Mr. Trigg advised that basically this is just a band-aid.

D4. Superintendent of Recreation. Mr. Petry made an oral presentation. He explained disciplinary issues in the summer camp and that the search for a replacement for Ms. Mentell is ongoing and there are six finalists.

VI. Review, Discuss, Decide

A. Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial Endowment Fund #43 (16-11-11-583-9999) Recreation (02-97-24-473-9999)	1,318.00	

Purpose. Bowen Park Rangers and Belvidere Park Explorers Camp scholarships.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial Endowment Fund #43 (16-11-11-583-9999) Recreation (02-97-81-473-9999)	648.00	648.00

Motion by Commissioner Foley, seconded by President Kilkelly, 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. Intergovernmental Cooperation Agreement and Memorandum of Understanding between the Waukegan and Wheeling Park Districts to Share an IT Specialist. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the agreement as presented.**

Discussion on the motion: Commissioner Duffy asked who had the authority to terminate the agreement and was advised that it is Wheeling.

President Kilkelly questioned how payments are to be made and was advised that the Waukegan Park District would pay Wheeling under the agreement and Wheeling would provide the services.

Commissioner Foley questioned the Code of Conduct.

Mr. Trigg advised that Wheeling's rules governs.

Commissioner Bridges questioned the whether there was any issue of proprietary information on the computers.

Mr. Petry advised that there was none.

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

C. FY 2012-2013 Audit Draft. Mr. Glogovsky reviewed the audit.

D. Policy #3.09

■ Travel, Meetings and Vehicle Use Policy; Commissioner Travel Policy. Mr. Glogovsky stated he is recommending the proposed amendment to the travel policy, in part because the IRS is pushing GSA standards for travel expenses and a per diem, as opposed to government officials seeking reimbursement by providing receipts. This policy is similar to the current policy for staff. **Motion by Commissioner Duffy, seconded by President Kilkelly, to table the amendment to 3.09 as it pertains to commissioners to be discussed in committee. Motion carried.**

Motion by Commissioner Bridges, seconded by Commissioner Foley, to accept the provisions of 3.09 as it pertains to staff. Roll call to the motion: Ayes: Sarocka, Foley, Bridges, Kilkelly. Nays: Duffy. Absent: None. Motion carried.

E. Permission to Accept Bids/Quotes

■ Parks Division

➤ Golf Equipment Replacement - Tractor. **Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to approve the bid of Burris Equipment in the amount of \$22,499 for one 2013 Kubota L5460HST Series Tractor and to waive any bid requirements as the only bid received was from Burris Equipment.**

Discussion on the motion: Commissioner Bridges asked why there was only one bid. Mr. Trigg advised that it was probably due to geographic issues. He had sought bids from German-Bliss Equipment of Princeville IL and Martin Implement of Wauconda IL, and the only response received was from Burris Equipment of Waukegan. **Roll call to the motion: Ayes: Duffy, Sarocka, Foley, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

➤ Parks Vehicle Replacement - Dump Truck. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the State Central Management Services Contract, #4017340, for one 2014 Ford F450 Truck with Dump Body from Bib Ridings Fleet Sales Program, Taylorville IL, in the amount of \$45,905. Roll call to the motion: Ayes: Duffy, Sarocka, Foley, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

F. Staff Market Adjustment. **Motion by Commissioner Foley, seconded by Commissioner Bridges, to approve a \$3,000 market adjustment for Accounting/Payroll Specialist Jon Beckmann, effective immediately. Roll call to**

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

G. Naming/Dedication of the Mechanic Shop. Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the renaming of the Park Maintenance Facility Mechanic Shop to the Chuck Kisonis Mechanic Shop, in honor of Chuck Kisonis' 37 years of service to the Park District. Motion carried unanimously.

VII. Closed Session.

There was no motion to enter into closed session.

VIII. Commissioner Questions.

Commissioner Foley suggested changing the name of the "Fitness Center" to "Wellness Center."

IX. Adjournment.

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

Attendance recorded per policy. Absent: Commissioner Sarocka. Present: Commissioners Bridges, Duffy, Foley and Kilkelly.

Respectfully submitted,

Charles W. Smith
Board Secretary