

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
December 11, 2012**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on December 11, 2012 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 4:00 p.m. by President Sarocka who directed a call of the roll.

II. Roll Call

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

III. Consent Items

- A. Minutes
 - November 12, 2012 - Special Recreation Program Advisory Committee
 - November 13, 2012 - Board of Commissioners Meeting
 - November 14, 2012 - Recreation Program Advisory Meeting
 - November 27, 2012 - Committee of the Whole Meeting
 - November 29, 2012 - Cultural Arts Advisory Committee Meeting
 - November 30, 2012 - Special Board Meeting
 - December 3, 2012 - Special Board Meeting
 - December 5, 2012 - Golf Advisory Committee Meeting
- B. Bills
- C. Payroll
- D. Financial Statements

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

IV. Public Portion

No members of the public asked to address the Board.

V. Progress Reports

A. Executive Director. Greg Petry submitted a written report and advised that the Strategic Plan is progressing and that all staff members are promptly making their input.

Mr. Petry requested the commissioners' input for the awards that are made in January and advised that staff is recommending Mercedes Rivera and Christian Torres for the Volunteer of the Year Award and Faith Clark for the Patron of the Year award.

B. Attorney. Charles Smith inquired as to whether all the commissioners had completed the required Open Meetings Act training session. The commissioners all responded that they had completed the session.

C. IAPD/Legislation Update. Mr. Petry advised that there is little going on in Springfield during the lame duck session and that no significant action will be taken on any legislative issues until January when the new General Assembly is sworn in.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report and reviewed the budget task schedule. There were no questions of Mr. Glogovsky.

D2. Cultural Arts. Claudia Freeman submitted her written report. She reminded the commissioners that the Do It Yourself Messiah concert named in honor of Joe Favero will be Saturday, December 15, 2012.

D3. Parks. Michael Trigg presented his written report. He reviewed the proposal for a joint effort between the City of Waukegan, the Lake County Department of Transportation, and the Park District to construct a beautification of the median area on Sunset Avenue near Krueger Drive where the Park District's maintenance facility is located. Lake County DOT would pay the construction costs for the project and it would be the responsibility of the City and the Park District to maintain the landscape. The commissioners stated that this would make a nice entryway into the northwest area of the City of Waukegan.

President Sarocka asked Mr. Trigg if the usual maintenance/winterization at Bonnie Brook has been done in advance of GolfVisions assuming responsibility for the course. Mr. Trigg advised that all winter maintenance was been done prior to the turnover.

D4. Recreation. Alicia Mentell submitted a written report and reviewed the K-9 Trace & Pace report and Worldwide Day of Play. She reported that both events saw a significant increase in the number of participants over the previous year, which indicates their popularity.

Ms. Mentell stated that she has met with sponsors and pledge cards are out for those that will participate in the Polar Plunge. Registration is usually delayed until it is closer to the event.

VI. Review, Discuss, Decide

A. Interfund Transfers.

| <u>Fund</u> | <u>From</u> | <u>To</u> |
|---|-------------|------------|
| Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) | \$1,956.40 | |
| Recreation (02-48-88-473-9999) | | \$1,956.40 |

Purpose: To cover this year's children's garden, eco explorer, nature program supplies expense.

| <u>Fund</u> | <u>From</u> | <u>To</u> |
|---|-------------|------------|
| Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) | \$1,339.00 | |
| Recreation (02-13-13-473-9999) | | \$1,339.00 |

Purpose: To offset Worldwide Day of Play expenses.

| <u>Fund</u> | <u>From</u> | <u>To</u> |
|---|-------------|-----------|
| Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) | \$700.00 | |
| Recreation (02-13-13-473-9999) | | \$700.00 |

Purpose: To offset Waukegan Welcomes the World expenses.

| <u>Fund</u> | <u>From</u> | <u>To</u> |
|---|-------------|-----------|
| Recreation (02-13-13-583-9999) | \$792.00 | |
| Memorial/Endow (#51 Rec Spons)(16-11-11-473-9999) | | \$792.00 |

Purpose: K9 Trace & Pace revenue that will be used to pay for equipment for the Dog Agility Park

| <u>Fund</u> | <u>From</u> | <u>To</u> |
|---|-------------|-----------|
| Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) | \$74.18 | |
| Recreation (02-97-24-473-9999) | | \$74.18 |

Purpose: Transfer Midwest Generation sponsorship funds to cover expense for the Rangers and Explores Camp staff.

| <u>Fund</u> | <u>From</u> | <u>To</u> |
|---|-------------|-----------|
| Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) Recreation (02-97-81-473-9999) | \$28.99 | \$28.99 |

Purpose: Transfer Midwest Generation sponsorship funds to cover expense for the Teen Camp staff.

| <u>Fund</u> | <u>From</u> | <u>To</u> |
|--|-------------|-----------|
| Special Recreation (08-13-72-583-9999) Recreation (02-48-88-473-9999) | \$39.00 | \$39.00 |

Purpose: Transfer to cover registration fees for staff to attend the internal Growing UP Wild workshop.

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

B. 2012 Tax Levy Ordinance 12-08. Motion by Commissioner Duffy, seconded by Commissioner Kilkelly, to approve the 2012 Tax Levy Ordinance 12-08 and to file same with the Lake County Treasurer.

Discussion on the motion: President Sarocka stated that he opposes the levy as it contains a 4.9% increase. With the other tax increases in the coming year, he would like to see the Park District maintain the levy at the 2011 rate.

Commissioner Duffy stated that the increase is necessary to keep the Park District solvent and to maintain the quality of the programs offered by the Park District. Commissioner Motley stated that the reason the city is in poor financial condition is because the tax levy did not keep pace with inflation.

Following discussion, **Roll call to the motion: Ayes: Duffy, Motley, Kilkelly. Nays: Sarocka. Absent: Foley. Motion carried.**

C. 533 Grand License Agreement. Motion by Commissioner Duffy, seconded by Commissioner Motley, to approve the License Agreement for the Use of Room at 533 Grand Avenue, Waukegan, between the Park District and MaryFran Troha and Judith Tabachnick for designated space commencing January 1, 2013 through December 31, 2013. Motion carried unanimously.

D. 39 Jack Benny Drive License Agreement. Motion by Commissioner Duffy, seconded by Commissioner Motley, to approve the License Agreement for Use of Room at 39 Jack Benny Drive, between the Park District and Waukegan

Harbor Citizens Group (CAG)/IL Audubon Society for designated space commencing January 1, 2013 through December 31, 2013. Motion carried unanimously.

E. 2012-2103 Mid-Year Report. Mr. Glogovsky reviewed the Midyear Financial Report and expenditures and revenues. He noted an increase in the cash position and that most of the expenses are falling in line with the projections in the budget.

Mr. Glogovsky stated that revenue for the SportsPark is up due in part to parking fees. In most other areas, the revenue is level.

Commissioner Duffy inquired as to whether there were any major projects between December and the end of the fiscal year in April, 2013.

Mr. Glogovsky advised that there are no major projects planned during this period.

Commissioner Kilkelly inquired whether GolfVisions is on fiscal or calendar year budget.

Mr. Glogovsky stated that he believes that they are on a calendar year, but they will work with the Park District and that all the revenue and expenses would be accounted for to the District on a fiscal year basis.

F. Authorization to Accept Bids/Quotes
Parks Department

Toro 4000-D Groundmaster Mower. **Motion by Commissioner Kilkelly, seconded by Commissioner Motley, to approve the purchase of one Toro 4000-D Groundmaster Mower from Reinders, Inc., of Franklin Park, using the National Intergovernmental Purchasing Alliance price quote for the amount of \$49,871.**

Discussion on the motion: Mr. Trigg advised that there are new EPA regulations concerning emission discharges from diesel powered equipment, known as the EPA Tier 4 emission standards. In order to be in compliance, it is necessary to purchase new equipment and he advised that this new mower could be purchased at this time, but the Park District would not be required to take delivery or to pay for the mower until May 1, 2013, which would put the purchase in fiscal year 2014.

Staff had already identified this piece of equipment as being needed and had planned for it in next year's budget.

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

Emergency Replacement of Rooftop HVAC Unit at Parks Maintenance Facility. **Motion by Commissioner Motley, seconded by Commissioner Duffy, to approve the purchase of a 10-ton heating, ventilation and air conditioning rooftop unit for the Park Maintenance facility from M G Mechanical Service, of Woodstock, in the amount of \$9,820.**

Discussion on the motion: The Park District received a total of three quotes for a rooftop unit and they were all higher than M G Mechanical. Mr. Trigg pointed out that M G Mechanical was quoting the same price that they charged for a similar unit that was replaced in August. The commissioners asked if M G Mechanical's work was satisfactory and Mr. Trigg advised that he was very happy with their work and the product that was installed.

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

G. Friends of Illinois Parks Donation. **Motion by Commissioner Motley, seconded by Commissioner Kilkelly, to approve a sponsorship at the Benefactor level of \$500 to the Friends of Illinois Parks.**

Discussion on the motion: Mr. Petry pointed out that the Park District does receive grants through the Illinois Association of Parks Districts and that it was worthwhile to consider a donation at the level decided by the commissioners.

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

H. 2013 Regular Board and Advisory Committee Meeting Schedule. **Motion by Commissioner Duffy, seconded by Commissioner Motley, to approve the 2013 meeting schedule as presented. Motion carried unanimously.**

VII. Closed Session.

Motion by Commissioner Duffy, seconded by Commissioner Kilkelly, to enter into closed session to discuss land acquisition pursuant to 5 ILCS 120/2(C)(5). Motion carried unanimously. Regular session adjourned at 4:40 p.m.

Following closed session, regular session resumed at 5:12 p.m.

VIII. Commissioner Questions.

President Sarocka advised that he was approached by Jackie Couvall who inquired about a dedication memorial at the third hole pond at Bonnie Brook to honor Jack Smith. Staff will work on the cost of such a memorial.

President Sarocka also advised that Nick Snarski had inquired about a sledding hill. Attorney Smith advised that there are potential liability problems with having a sledding area and it would require supervision. The Park District has no formal toboggan hill.

The commissioners directed Mr. Petry to cancel the December Committee of the Whole meeting as there was nothing requiring a meeting.

IX. Adjournment.

Motion by Commissioner Kilkelly, seconded by Commissioner Duffy, to adjourn. Motion carried unanimously. Meeting adjourned at 5:15 p.m.

Respectfully submitted,

Charles W. Smith
Board Secretary