

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
January 8, 2013**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on January 8, 2013 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 Kilkelly, Duffy, Sarocka. Absent: Commissioners Foley and Motley. Also present was Executive Director Greg Petry and Board Attorney/Secretary James Hartman for Charles Smith.

III. Consent Items

- A. Minutes
December 11, 2012 (Board of Commissioners 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: Kilkelly, Duffy, Sarocka. Nays: None. Absent: Foley, Motley. Motion carried unanimously.

Motion by Commissioner Duffy, seconded by Commissioner Kilkelly, to seat Commissioner Motley. Motion carried. Commissioner Motley seated at 4:05 p.m.

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 presented the third phase of the Strategic Plan. He advised that the first budget workshop will be held on January 22, 2013 and estimated bringing the goals to the Board at that time.

Commissioner Kilkelly asked for an update about the Waukegan YMCA.

Mr. Petry advised that he had not heard anything. No update.

Mr. Petry advised that he received a phone call on December 31, 2012 from the Vernon Hills Park District inquiring if the Waukegan Park District was interested in acquiring any fitness equipment.

Commissioner Motley advised that there was an issue on the Spanish radio station whether the Waukegan Park District would purchase the Waukegan YMCA. He had replied that the Waukegan "Y" sits on a brownfield and the Waukegan Park District would not be purchasing the property.

President Sarocka asked if there was anyone taking care of the pool at the Waukegan Y.

Mr. Petry advised that there is a maintenance man taking care of the building and he will make further inquiries.

President Sarocka asked if there was any follow-up to an email regarding Phase 1 of the YMCA Environmental Study.

Mr. Petry replied no, not at this time.

Commissioner Kilkelly asked about the status of St. Martin de Porres.

Mr. Petry replied that he had not yet heard back on this matter.

B. Attorney. Mr. Hartman advised that there was no attorney's report to present.

C. IAPD/Legislation Update. Mr. Petry advised that there is nothing in the legislation at this time that would affect the Park District; the legislation is currently focused on the pension issue.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report and advised that there was an increase of \$250,000 in the final tax extension. This represents an increase of 2.44%. Mr. Glogovsky advised there will be a TIF refund in February, but that the amount is not yet known.

Mr. Glogovsky advised that the budget workshop will be held on January 22, 2013, at which time the mission statement, value statement, and goals will be reviewed.

Commissioner Kilkelly inquired about Bonnie Brook.

Mr. Glogovsky advised that he will be discussing golf at a later meeting.

President Sarocka asked about Tanya's report concerning "police reports from the summer".

Mr. Glogovsky advised that some of the police reports were from the summer, but some are more recent and that sometimes there is a lag time to receiving the reports.

D2. Cultural Arts. Claudia Freeman submitted her written report. She advised that with the holidays there was not much on the schedule.

Commissioner Kilkelly inquired if Cultural Arts would be presenting any information at the IAPD conference.

Ms. Freeman advised that she and Mr. Petry are on a panel on Friday at 8:00 a.m.

D3. Parks. Michael Trigg presented his written report and reported that he had no further information to present other than as listed in his report.

Commissioner Duffy stated we'll be discussing Ganster.

D4. Recreation. Alicia Mentell submitted a written report and advised that the Polar Plunge went well with a slight downturn in participants.

Motion by Commissioner Motley, seconded by Commissioner Duffy, to seat Commissioner Foley. Motion carried. Commissioner Foley was seated at 4:20 p.m.

Ms. Mentell advised that membership at the Field House is at an all-time high with 1,550 members.

Ms. Mentell advised that the Park District will probably have to cut back on the Eggstravaganza and Halloweenfest in 2013 as sponsorship for the events are not coming in and the City no longer financially supports these events.

Mr. Petry advised that the Park District could subsidize them.

Commissioner Duffy stated that the Board needs to discuss this, and that they need to see figures and then decide whether to proceed with the events in the future.

Mr. Petry advised that this would be discussed in the budget workshops.

Ms. Mentell advised that Eggstravaganza will proceed in 2013, however, it may be an issue for 2014.

Commissioner Kilkelly advised that she had received an inquiry regarding the Field House closing at 5:00 p.m. on the weekends and if it could remain open until 8:00 p.m. She also noted that L.A. Fitness and Zip Fitness are open until 8:00 p.m. on the weekends.

Mr. Petry advised that the Field House stayed open until 7:00 p.m. when the center first opened.

Ms. Mentell advised that there weren't enough people coming in or staying late on the weekends to warrant staying open later than 5 p.m.

Commissioner Duffy suggested finding out how much it would cost to extend the hours on the weekend and how many people would use the facility if it stayed open later.

Commissioner Kilkelly suggested driving past the L.A. Fitness and Zip parking lots on the weekends.

Commissioner Foley suggested a survey to the membership asking who would use the facility if it remained open later on the weekend.

VI. Review, Discuss, Decide

Mr. Glogovsky is recommending not transferring all of the Corporate to Capital because the Park District may want to keep some funds in the Corporate account.

A. Interfund Transfers.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$1,000,000.00	
Capital (30-11-11-473-9999)		\$1,000,000.00

Purpose: Partial budgeted capital transfer for FY2011/12.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#1 Benny)(16-11-11-583-9999)	\$1,500.00	
Recreation (02-24-11-473-9999)		\$1,500.00

Purpose: To cover operational expenses.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#50 Halloweenfest)(16-11-11-583-9999)	\$3,960.00	
Recreation (02-13-13-473-9999)		\$3,960.00

Purpose: To offset 2012 Halloweenfest expenses.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#6 Fishing)(16-11-11-583-9999) Recreation (02-13-13-473-9999)	\$538.00	\$538.00

Purpose: To cover service and supply expenses for 2012 Turkey Trot.

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

B. Resolution 2013-2 - Semi Annual Review of Closed Session Minutes. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve Resolution 2013-2. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

C. Acquisition of Land at Beach Road and Lewis Avenue. **Motion by Commissioner Foley, seconded by Commissioner Motley, to approve the donation of land at Beach Road and Lewis Avenue. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

D. River Road Property Annexation. Mr. Petry advised that this annexation was the result of the City of Waukegan annexing the property into the City and thus is automatically annexed into the Park District. Mr. Petry further advised that one difficulty is that the residents in the area annexed do not consider themselves to be part of Waukegan. The Park District will need to be on the offensive with this issue.

Mr. Petry advised of an approximately \$200,000 cash contribution that would come to the Park District from the developer.

Commissioner Motley stated that the developer does not want to donate cash, they want to donate land.

President Sarocka advised that he talked to the developer on Friday and the amount of the donation as has been discussed was acceptable.

Commissioner Foley asked regarding the proposed park area or plat.

Mr. Petry stated for now, we're talking about the southern portion, but that was because the big development planned for that area will not take place.

Commissioner Duffy stated that it sounds like someone in the City did not think of the Parks District.

Commissioner Kilkelly asked if the development was a done deal.

Commissioner Motley stated that it was not a done deal.

Motion by Commissioner Foley, seconded by Commissioner Motley, to approve the River Road annexation. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.

E. Aquatic Facility Assessment - Ganster Pool at Belvidere Park. Doug Holzrichter of PHN Architects presented their complete report concerning Ganster Pool.

President Sarocka asked for clarification of "CV", meaning code violations.

Mr. Holzrichter stated that the Park District is grandfathered in and the violations are health and safety issues.

President Sarocka stated two concerns; small print "no diving" needs to be taken care of; and whether skimming, the way water is draining and recirculating, is a health hazard.

Mr. Holzrichter said skimming is not a problem based on current use and many pools operate this way.

Mr. Trigg stated that it is very labor intensive to maintain the pool presently.

Commissioner Duffy stated that he wants extra days of use for the pool. There has been talk about adding a water heater and putting a "tent" or cover over the pool in case of rain or on very hot days.

Mr. Holzrichter advised that a cover is possible, but lighting and ventilation would also need to be considered if the pool is covered.

Commissioner Foley stated the difference between a nice inside structure versus a tent and questioned what would happen to the tent in case of a storm or lightning strike.

Commissioner Foley stated that she was shocked to see only one drain for men's and women's showers.

Commissioner Foley asked what hours the pool is open.

Mr. Trigg advised that the pool closes at 7:00 p.m.

Commissioner Foley stated that if there is no in-pool lighting at night, she would be afraid to go in the pool. She stated that 7:00 p.m. is acceptable for closing.

Mr. Holzrichter stated the purpose of the audit is to determine whether further investment in the pool is warranted.

President Sarocka questioned whether the current pool is ADA compliant.

Mr. Petry advised that the Park District is grandfathered in with the current pool and with new construction the project must be ADA compliant.

President Sarocka questioned whether it is an issue that the hose hydrant is not functional.

Mr. Holzrichter advised that the State would prefer it to be functional.

Commissioner Foley asked about the GFI and the risk of electrocution.

Mr. Petry advised that they aren't active.

President Sarocka asked how old the pool heater is.

Mr. Trigg advised the heater is 12-15 years old and is at its life expectancy.

President Sarocka was surprised that a pool's life expectancy is only 30-40 years.

Mr. Holzrichter responded that this time frame is pretty standard. Pools become non-compliant with codes and design and equipment that are out of date.

Mr. Petry stated that another factor is how much you invest in preventative maintenance.

Mr. Holzrichter also advised that the weather plays a big role in the life of a pool. Freezing and thaws takes a toll on the pool.

Commissioner Foley asked about red and blue plumbing features.

Mr. Holzrichter stated that PVC is used, as it lasts longer and he is not familiar with what Commissioner Foley is talking about.

Mr. Holzrichter stated that upgrading the filtration system would save energy and water costs. Any thought of adding to the current pool should really be evaluated because the Park District does not want to throw good money after bad.

President Sarocka stated the issue of tenting was covered when he was in Seattle and is on the flash drive, and that the flash drive presents some interesting options.

Commissioner Duffy is not looking to spend thousands of dollars just to extend the swimming season.

Commissioner Foley does not want anything that will go beyond two years and this area might be a good place to have a skating rink.

Motion by Commissioner Foley, seconded by Commissioner, Kilkelly to accept the PHN Architects' report. Motion carried unanimously.

F. Resolutions

➤ 2013-1 Restatement of Flexible Spending Plan. **Motion by Commissioner Duffy, seconded by Commissioner Kilkelly to approve Resolution 2013-01, Restatement of Flexible Spending Plan effective January 1, 2013. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

➤ Arts and Humanities. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve Jane Waller as the 2012 recipient of the Jack Benny Arts & Humanities Award. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

➤ Volunteer of the Year. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve Mercedes Rivera as the 2013 recipient of the Volunteer of the Year. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

➤ Patron of the Year. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve Faith Clark as the 2012 Patron of the Year. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

G. Policy Revisions

- 2.03 Investment
- 4.21 Employee Privileges for Activities, Programs and Use of Equipment and Facilities
- 4.22 Uniforms/Clothing
- 4.28 Food and Beverage for Golf Course Employees

Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve policy revisions 2.03, 4.21, 4.22 and 4.28. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.

H. Permission to Accept Bids/Quotes

➤ Golf Greens Mower. Prior to any motion, President Sarocka asked if this equipment was scheduled for replacement and he was advised by Mr. Trigg that the mower is scheduled for replacement. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve the bid of J.W. Turf, Inc. of Hampshire IL, for the purchase of one John Deere 2055E E-Cut Hybrid Riding Greens Mower under the Government and National Sales Contract #10-LT00777 in the amount of \$34,135.83. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

I. Review and Approval of Recreation Program Plan and Presentation. **Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to accept the Recreation Program Plan as presented. Motion carried unanimously.**

J. Recreation Community Assessment Survey. Ms. Mentell advised that Kim Wallace conducted an email survey of users of Park District facilities and programs over the summer months and a mail survey of random sampling of taxpayers. Mike Mayfield took the findings from the surveys and developed the Community Assessment Survey. It was noted that neither survey is statistically valid. Mr. Mayfield presented his findings.

Commissioner Duffy asked if Mr. Mayfield knew what parts of the City the survey responses came from.

Ms. Mentell stated that it could be done, but it would take some time and effort.

Commissioner Duffy stated that it was clear that many responses came from north of Grand Avenue.

Commissioner Foley was not sure that information was evident from the surveys.

K. Dedication of Jack Smith Pond at Bonnie Brook Golf Course. President Sarocka advised that he had been contacted by Jackie Koval, Jack Smith's daughter, about placing a dedication at the pond at the third hole at Bonnie Brook golf course in her father's name, and that she is willing to cover the costs of the dedication. **Motion by Commissioner Motley, seconded by Commissioner Foley, to approve a dedication in honor of Jack Smith at the third hole at Bonnie Brook golf course. Motion carried unanimously.**

VII. Closed Session.

Motion by Commissioner Duffy, seconded by Commissioner Motley, to enter into closed session to discuss personnel pursuant to 5 ILCS 120/2(C)(1). Motion carried unanimously. Regular session adjourned at 6:13 p.m.

Following closed session, regular session resumed at 6:28 p.m.

VIII. Commissioner Questions.

Commissioner Duffy asked Ms. Mentell regarding family discounts. She responded that she will check into it.

Commissioner Duffy asked if there was any program in place with the school district for before and after school care now that the Waukegan YMCA has closed. Ms. Mentell said that the schools were looking into this issue. The YMCA had received federal grant money for the before/after school program. The issue of bussing students was also discussed.

Commissioner Foley stated that the Tai Kwon Do class for 4-5 year olds had 10 year olds doing the instruction and parents had complained wondering how this could happen. She would like an answer by the next meeting.

Commissioner Foley stated that "free time" is advertised all over the fitness center. She had been approached by a woman who advised she had gone to the Field House at 11:00 a.m. and was denied entry unless she paid \$3.00 when the center did not close until 1:00 p.m. Commissioner Foley asked why the woman had to pay an entry fee.

Ms. Mentell stated that if the woman was a non-resident, she would have to pay the fee. Commissioner Foley stated that she believed that the woman was a Waukegan resident.

Commissioner Foley had received a complaint about employees sitting in comfy chairs, and the complainant asked "don't they ever get up?"

Commissioner Foley stated that Ganster Pool should be made suitable for no more than 2-3 years.

Commissioner Kilkelly wished everyone a Happy New Year and looks forward to working with everyone in 2013.

President Sarocka stated that he and his daughter enjoyed using the Field House over the holidays and there were great programs offered for free.

IX. Adjournment.

Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to adjourn. Motion carried unanimously. Meeting adjourned at 6:38 p.m.

Respectfully submitted,

Charles W. Smith
Board Secretary