

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
June 11, 2013**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on June 11, 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 Commissioner Duffy who directed a call of the roll.

II. Roll Call

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

III. Public Hearing Regarding the Budget & Appropriation Ordinance. No members of the public asked to address the Board. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to close the Public Hearing at 4:15 p.m. Motion carried unanimously.**

Motion by Commissioner Duffy, seconded by Commissioner Foley, to seat President Kilkelly at 4:04 p.m. Motion carried unanimously.

IV. Consent Items

- A. Minutes
 - May 14, 2013 (Board of Commissioners Meeting)
 - May 28, 2013 (Special Meeting)
 - May 28, 2013 (Committee of the Whole Meeting)
 - May 30, 2013 (Adjourned Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements

Motion by Commissioner Foley seconded by Commissioner Duffy, to approve the consent items and pay the bills as presented.

Commissioner Sarocka raised a question concerning the Minutes from the May 28, 2013 meeting. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to defer the May 28, 2013 minutes of the Special Meeting to the July meeting. Motion carried unanimously.**

Roll call on the remaining consent items and pay the bills as presented, Ayes: Duffy, Foley, Sarocka, Kilkelly. Absent: Bridges. Motion carried unanimously.

V. Public Portion

Tanya Brady made a presentation to Bob Davidson, Russell Shoemaker, Scott Rans, Mark Wax, Vince Wells, and Errick Beverly for their quick reaction to a medical emergency at the Waukegan SportsPark on May 4, 2013 during a softball tournament. A man at the event collapsed and the quick reaction of Messrs. Davidson, Shoemaker, Rans, Wax, Wells, and Beverly utilizing an AED resulted in saving the man's life. Emergency room doctors stated that without the quick reaction of these individuals and the use of the AED, the man would not have survived. Certificates of Appreciation were presented and the Board congratulated and thanked the gentlemen for acting so promptly.

Motion by Commissioner Foley, seconded by Commissioner Sarocka, to seat Commissioner Bridges at 4:20 p.m. Motion carried unanimously.

Alicia Mentell introduced the new staff members, David Holzrichter, Recreation Specialist-Adult and Family Programs and Tony Violett, Recreation Specialist-Youth Team Program.

Ms. Mentell then introduced the new interns, Kristin Anderson, a senior at Southern Illinois University, a Recreation Specialist-Youth Team Program and a lifeguard who will intern at the Field House; Kaitlyn Shannon, a recent graduate of Western Illinois University who is a Special Recreation intern; and Rachel Krumm, a senior at Illinois State University who is a Special Recreation intern.

Dennis Moisio, President of the Waukegan Historical Society, invited everyone to participate in the upcoming Tour of Homes on June 23, 2013, and he further encouraged everyone to visit the current display of baseball history at the Waukegan History Museum. Finally, Mr. Moisio handed out the Waukegan Historical Society's Spring Newsletter.

VI. Progress Reports

A. Executive Director. Greg Petry submitted a written report and stated that he had hoped to have an update on the Strategic Plan, but it was delayed due to other pressing matters and it will be out shortly.

Mr. Petry advised that the Waukegan Park District, for the second year in a row, has been named a Gold Metal Finalist by the National Park District Association.

Commissioner Sarocka questioned an item on Mr. Petry's report concerning the inquiry made by Jack Frigo on behalf of Cristo Rey Waukegan's potential purchase of the YMCA property in Waukegan.

Mr. Petry stated that he shared what information that he had with Mr. Frigo, who is a civic-minded individual working with the Cristo Rey Foundation.

Commissioner Sarocka requested an update of the pool project that is still be worked on by the staff.

B. Attorney. Mr. Smith reported that the closing for the property adjoining the Bowen Park property had been completed and that the deed for the Beach Park property was expected shortly as attorney Ted Bond had recently advised that all of the beneficiaries of the trust have signed a Letter of Direction.

C. Division Reports.

C1. Finance & Administration. Jim Glogovsky presented his written report. He stated that the corporate replacement tax payments are up, which is a very positive sign that the economy is improving.

Commissioner Bridges asked about the manner in which the Park District receives property tax payments and Mr. Glogovsky answered questions relative to assessed valuation and the corporate replacement tax.

Commissioner Bridges also asked about the use of "P" cards by staff and Mr. Glogovsky provided answers to that question.

An information sheet was handed out from GolfVisions regarding its rewards program for frequent users at Bonnie Brook.

Commissioner Sarocka had questions concerning GolfVisions food and beverage financial report.

Mr. Glogovsky stated that starting in June, the GolfVisions report should match up better with the Park District's projections.

Commissioner Bridges asked about the workmen compensation claims and how the claim for damages to the external wall at the Park District maintenance facility was handled by PDRMA.

Mr. Glogovsky advised how workmen compensation claims are handled and that the damage to the maintenance facility was not the result of any accident and therefore PDRMA had denied the claim, although PDRMA did pay for an assessment.

D2. Cultural Arts. Claudia Freeman submitted her written report and stated that the Dandelion Wine Arts Festival held on June 1, 2013, was well attended and that the weather had cooperated. She also reported that June 7 was the first Movie in the Park and it was a great success.

D3. Parks. Michael Trigg presented his written report and reported on the EPA grant application for tree inventory to assess the Emerald Ash Borer impact. He stated that he thought there would be approximately \$70,000 available to the Park District to address this problem.

Commissioner Foley asked how the discarded wood from the affected trees is destroyed.

Mr. Trigg advised that most of the wood is chipped and that the larger portions of the tree trunks are disposed of off-site by the contractor.

President Kilkelly asked about whether there was any chemical treatment available for the trees.

Mr. Trigg advised that no chemical treatment has proved to be 100% effective, so the continued preferred method for eradication of Emerald Ash Borer is to remove the trees.

Mr. Petry commented that his discussions with specialists indicates that they are still recommending destroying the trees because the bugs so weaken the trees that once attacked there is little that can be done to save the tree.

Mr. Trigg reported on the availability of energy efficiency grants and advised that the Park District is getting a free energy assessment on all of its buildings and outdoor lighting facilities, including parking lots.

Commissioner Bridges questioned whether the police are patrolling all of the parks, especially Arbor Park, and that they are not just solely patrolling Bowen Park and the SportsPark.

Mr. Petry advised that all the parks are checked, although more emphasis is placed on the bigger parks.

Commissioner Duffy had a question about a problem at Grosche Field and was advised that the problem had been addressed and remedied.

President Kilkelly asked if spraying for Gypsy moths at Bowen Park had been done.

Mr. Trigg advised that the Park District has continued to spray, but that due to the fact that there are few oak trees at Bowen Park, it was not worthwhile to spray. Mr. Trigg also advised that the spraying has been so successful, that he recommended that some years be skipped.

Clearview OSLAD Grant Project. Mr. Trigg introduced Eric Hornig of Hitchcock Design Group who explained the new entrance design and redesign for Clearview Park keeping the practice soccer field.

The commissioners suggested adding a bathroom to the facility.

Commissioner Duffy suggested additional screening for the neighbors and to survey the neighbors about whether they would like see a sand volleyball court.

Mr. Hornig stated that he is trying to incorporate an educational element to the redesign of the park due to the proximity of the park to Clearview School.

Commissioner Duffy made inquiry about the maintenance issues, particularly with adding a bathroom. Staff indicated that maintenance should fairly minimal.

Commissioner Foley stated that she likes the plan.

Commissioner Bridges stated that he supports the bathroom facility and would want something for toddlers.

Mr. Hornig estimated the costs to be between \$1.2 - \$1.3 million. The grant is a 50/50 grant up to \$800,000 with the grant money paying approximately 1/3 of the cost of the renovation of the park.

D4. Superintendent of Recreation. Alicia Mentell submitted her written report and discussed the fishing derby recently held in Bevier Park and stated that the pool opened on June 8. There was low attendance due to the weather. She also stated that the aquatic facility is being staffed by Ellis and that their lifeguards look good.

Jen Dumas made a report on the parade donations and stated that Thrift Financial had agreed to donate \$10,000 for the parade, but they were requesting that the West Allis Marching Band be paid to participate in the parade. Ms. Dumas had made contact with the West Allis Marching Band and they are available for the parade on June 30.

Commissioner Foley agreed that these matters should be discussed at a Committee of the Whole meeting and that staff should present itemizations concerning the cost of each event.

VI. Review, Discuss, Decide

A. Authorization to Accept Bids/Quotes

- Parks
 - Architectural & Structural Services for Parks Maintenance Facility. Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve

an expenditure not to exceed \$8,400 for Legat Architects review of the repairs to the Park Maintenance Facility, which would include a payment to Larson Engineering, Inc., structural engineers, to access the level of damage to the building and the most appropriate manner to repair the building.

Following the motion there was a discussion. Commissioner Bridges inquired as to why an architect was needed.

Mr. Trigg explained that an architect's seal will probably be needed to get the building permit to make the repairs.

Board Attorney Mr. Smith stated that due to the liability risk of the building wall collapsing, that he felt strongly that an architect's report, as well as that of a structural engineer, was needed.

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

At 5:40 p.m. Commissioner Foley needed to leave the meeting in order to make another meeting that she was chairing at 6:00 p.m.

➤ 2013 Parking Lot Maintenance Program. **Motion by Commissioner Bridges, seconded by Commissioner Sarocka, to approve the low bid of NP Paving Contractors, Zion IL, in the amount of \$59,200.55 for parking lot maintenance at the Bonnie Brook parking lot and the Park District maintenance facility. Roll call to the motion: Ayes: Duffy, Sarocka, Bridges, Kilkelly. Nays: None. Absent: Foley. Motion carried unanimously.**

➤ Clearview Park OSLAD Grant Resolution of Authorization. **Motion by Commissioner Duffy, seconded by Commissioner Bridges, to approve a resolution authorizing staff to make application for the Clearview Park OSLAD Grant. Roll call to the motion: Ayes: Duffy, Sarocka, Bridges, Kilkelly. Nays: None. Absent: Foley. Motion carried unanimously.**

B. Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#3 Mentell)(16-11-11-583-9999) Recreation (02-12-72-473-9999)	3,651.12	3,651.12

Purpose: To utilize the last of funds to purchase an A-Frame and Teeter-totter for the dog agility playground.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#51Rec Spons)(16-11-11-583-9999) Recreation (02-12-72-473-9999)	8,475.00	8,475.00

Purpose: To utilize funds to purchase dog agility playground equipment from various sponsors.

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

C. Trinity United Lutheran Church Service-August 18, 2013. **Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to approve the request of Trinity United Lutheran Church for use of the Janet Morrison Picnic Center at Bowen Park on August 18, 2013. Motion carried unanimously.**

D. Ordinances

➤ #13-03, Prevailing Wage. **Motion by Commissioner Bridges, seconded by Commissioner Duffy, to approve ordinance 13-03, the Prevailing Wage Ordinance, and directed staff to file it with the Illinois Department of Labor. Roll call to the motion: Ayes: Duffy, Sarocka, Bridges, Kilkelly. Nays: None. Absent: Foley. Motion carried unanimously.**

➤ #13-02, Budget and Appropriation Ordinance. **Motion by Commissioner Bridges, seconded by Commissioner Duffy, to approve ordinance 13-02, the Budget and Appropriation ordinance for FY 2013-14. . Roll call to the motion: Ayes: Duffy, Sarocka, Bridges, Kilkelly. Nays: None. Absent: Foley. Motion carried unanimously.**

E. Resolution

➤ 2013-16, Semi Annual Review of Closed Session Minutes. **Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to approve Resolution 2013-16, concerning semi annual review of closed session minutes. Roll call to the motion: Ayes: Duffy, Sarocka, Bridges, Kilkelly. Nays: None. Absent: Foley. Motion carried unanimously.**

VII. Closed Session.

There was no motion to adjourn into executive session.

VIII. Commissioner Questions.

Commissioner Duffy stated that he was looking forward to the parade and he is extremely pleased that Alicia Mentell will be honored as the Grand Marshal. He congratulated her for helping to make the American Independence Parade such a success and for all her hard work over the years for the Park District.

Commissioner Bridges thanked Ms. Mentell for her service and wished her well on her pending retirement and congratulated all the Department heads and Mr. Petry for their consistent efforts on behalf of the Park District.

Commissioner Sarocka advised the Board that Janet DellaValle, who along with her late husband, John, were great supporters of the Park District had died recently and her wake was actually being held during the Board of Commissioners meeting.

Mr. Petry congratulated Ms. Mentell on her 20 years of service and stated that there would be a reception honoring her on July 18.

Mr. Petry also advised that there will be an intergovernmental meeting on a Saturday in July and that the commissioners were urged to attend.

President Kilkelly congratulated Ms. Mentell on her many years of service.

President Kilkelly asked that future meetings start at 4:30 p.m. and this should be discussed at the next Committee of the Whole meeting.

IX. Adjournment.

Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to adjourn. Motion carried unanimously. Meeting adjourned at 5:55 p.m.

Respectfully submitted,

Charles W. Smith
Board Secretary