

**Minutes of the Waukegan Park District  
Meeting of the Board of Commissioners  
June 13, 2012**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on June 13, 2012 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

**I. Call to Order**

The meeting was called to order at 5:00 p.m. by President Sarocka who directed a call of the roll.

**II. Roll Call**

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

**III. Public Hearing Budget & Appropriation Ordinance**

The Board opened up Public Hearing on the Budget and Appropriation ordinance. No members of the public asked to address the Board on the Budget regarding the Appropriation ordinance. **Motion by Commissioner Foley, seconded by Commissioner Motley, to close the public hearing. Motion carried unanimously.**

**IV. Consent Items**

- A. Minutes
  - May 3, 2012 (Special Meeting/Golf Advisory Committee)
  - May 7, 2012 (Special Meeting/Special Recreation Advisory Committee)
  - May 8, 2012 (Board of Commissioners)
  - May 10, 2012 (Special Meeting/Cultural Arts Advisory Committee)
  - May 22, 2012 (Committee of the Whole)
- B. Bills
- C. Payroll
- D. Financial Statements

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

**Item VI E. Ordinance #12-05 Smoke Free Parks was moved up on the agenda.**

Members of Reality Illinois and Tobacco Free Lake County addressed the Board supporting Ordinance 12-05. The Board thanked the young citizens who had worked so hard in making their presentation concerning the use of tobacco products in park facilities and urged the Board to adopt the ordinance. **Motion by Commissioner Motley, seconded by Commissioner Foley, to approve Ordinance 12-05, Tobacco Free Parks, as presented.**

Discussion on the motion: Commissioner Duffy pointed out that the ordinance excludes the two golf courses from use of tobacco products and inquired about enforcement at the Sports Park.

Commissioner Foley is concerned about placing signs at the entrance to alert patrons that tobacco products are prohibited.

Mr. Petry stated that there will be a ban enforcement problem, but that staff will make all patrons aware that tobacco products are not allowed on Park District property.

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

**Item VI B. Agreement: A Letter of Understanding Between the Waukegan Park District and Waukegan Township.**

Letter of Understanding between the Waukegan Park District and Waukegan Township was reviewed and a representative of the Township discussed the redevelopment of a shuffleboard court into a public garden located behind the Belvidere Recreation Center.

Ms. Mentell advised that a master gardener will provide information.

Commissioner Motley clarified that the existing bocce ball court will not be removed as a result of the transformation of the shuffleboard courts and the public garden.

Commissioner Foley raised questions concerning the height of the garden so that senior citizens would not have any strain while working in the garden.

Commissioner Duffy expressed his concern about dirt washing out of the garden onto the walking paths. Staff assured him that this would not be a problem.

**Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve the Letter of Understanding between the Park District and Waukegan Township. Roll call to the motion: Ayes: Duffy, Motley, Foley, Sarocka. Nays: None. Absent: Kilkelly. Motion carried unanimously.**

#### IV. Public Portion

New Interns. The following interns were introduced by Alicia Mentell: Emily Bihun; Special Recreation: Carmen Clark-Stokes, Special Recreation; Risk Management: Michael McGowan and Field House, Michael O'Connell. Each of the interns provided their background information and study areas. Also introduced was doctoral student Kim Wallace who is working on a community assessment survey

#### V. Progress Reports

A. Executive Director. Greg Petry submitted a written report and advised that he is in the process of year-end review of the Strategic Plan and that the questionnaire/survey sent to the commissioners will be reviewed at the next Committee of the Whole meeting.

Mr. Petry advised of the discussions held between the Park District and the Army Corps of Engineers concerning the Waukegan River/Bonnie Brook project. He advised that the cost estimates are coming in extremely high and appraisals for the land that the Park District is donating are rather low. Mr. Petry has contacted an appraiser, Bob Schmidt, for advice as to the approximate fair market value of the property the Park District is donating. The current numbers do not look good for this project and Mike Trigg has communicated the budget concerns to the Army Corps of Engineers.

At 5:30 p.m., Commissioner Kilkelly arrived. **Motion by Commissioner Foley, seconded by Commissioner Motley, to seat Commissioner Kilkelly. Motion carried unanimously.**

B. Attorney. Charles Smith had no report for the Board.

C. IAPD/Legislation Update. Mr. Petry advised that the Park District Association was able to get legislature approved that allowed the rates to fluctuate depending on circumstances.

Mr. Petry also advised that the legislature adjourned without fully addressing the pension and Medicaid issues and they will likely have to return to address those very difficult issues.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky was attending a seminar. His written report was received. There were no questions on his report from the commissioners.

Commissioner Foley asked about the three bronze plaques that were recently stolen from Veteran's Park. Mr. Petry advised that the police are making progress in investigating this incident as well as the theft of the statues from the Waukegan Library. It is hopeful that an arrest will be made shortly. When the plaques are replaced, a better method to secure them will be used to discourage vandals from stealing them again.

D2. Cultural Arts. Claudia Freeman submitted her written report. President Sarocka praised Ms. Freeman and her staff for their work on the Dandelion Wine Festival.

Commissioner Kilkelly commented that the attendance at the symphony and chorus performances are extremely low.

D3. Parks. Mike Trigg presented his written report. He reviewed with the commissioners the Plonien Park playground improvements.

Commissioner Foley questioned the removal of the ball field as part of the improvements. Mr. Trigg pointed out that the ball field has not been scheduled for use by teams in the past two years. Staff's opinion was that there will not be a significant reduction in use as a ball field and the enlarged playground and basketball courts were a better utilization of the park to service the needs of the community. The new playground will go where the existing infield of the ball diamond is located.

Also, as part of this project, significant improvements in the drainage will be made.

Commissioner Duffy asked questions concerning the drainage and Mr. Trigg advised that the problem is being addressed and that the drainage will be tied into the city storm sewer system.

Commissioner Duffy also suggested trying to include some skateboarding facilities in the new park.

Commissioner Duffy asked about the security system now being utilized by the Park District provided by Jewell Electric.

Mr. Trigg provided an explanation as to how the system is working and that he is aware of the system and it is supposed to be more reliable.

D4. Recreation. Alicia Mentell submitted a written report and orally reported on the upcoming American Independence festivities and parade. The Waukegan Band has agreed to perform at approximately 50% of its customary rate. Ms. Mentell stated that this was important since donations for the parade are down.

Commissioner Duffy asked about what the parade will look like and if any of the participants will negotiate their fees. Ms. Mentell responded that most of the groups who participate will not negotiate their fee.

Ms. Mentell advised that the cost of the parade is approximately \$20,000 per year.

Commissioner Kilkelly pointed out that the cost of this event needs to be re-evaluated for next year.

Commissioner Duffy suggested letting the public know immediately that it is increasingly difficult to fund the cost of the parade in order to raise community awareness and hopefully solicit donations for the parade.

President Sarocka suggested staff immediately start soliciting donations for next year's parade.

Jay Lerner and Dayna Niemi discussed Field House membership and a proposed new fee structure to lower the membership fees to compete with other facilities. It is felt that by lowering the fees, membership will improve.

Commissioner Foley suggested consideration of a further discount for seniors.

Commissioner Duffy expressed concerns about additional loss of revenue from the discounting. Staff advised that they need to increase membership by 200-300 patrons to make up for the revenue loss by lowering fees, but staff felt strongly that this could be done.

Commissioner Kilkelly complimented the staff on their efforts to make the Field House more affordable for the citizens.

President Sarocka asked about registration for swimming. Staff advised that it is comparable to last year's registration. Staff also advised that Ganster Pool had a good opening weekend.

## **VI. Review, Discuss, Decide**

### **A. Authorization to Accept Bids/Quotes**

- Administration

➤ Gold Medal & Marketing Videos. **Motion by Commissioner Motley, seconded by Commissioner Foley, to approve an agreement between the Park District and Gold Medal Video/Jaffe Films, Inc. in an amount not to exceed \$24,226.43 to produce video material to promote the Park District. Roll call to the motion: Ayes: Duffy, Motley, Foley, Kilkelly, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

- Parks

➤ Parks Mower / Parks Vehicle / Bonnie Brook Fuel Monitoring Equipment. **Motion by Commissioner Motley, seconded by Commissioner Duffy, to approve the purchase of one (1) Toro 4000-D Groundsmaster mower from Reinders, Inc., under the State of Illinois, Central Management Services, State Contract #4016962, in the amount of \$43,363.68; and further, to purchase one (1) Ford F250 Pickup Truck from Morrow Brothers Ford, Inc., under the State of Illinois, Central Management Services, State Contract #4015998, in the amount of \$30,569.00, including a snowplow and trade-in of an older vehicle; and further, to purchase fuel monitoring equipment from Ampsco Service Corp. in the amount of \$15,522.00 to furnish and install fuel monitoring equipment for the Bonnie Brook maintenance fuel tanks and the Bonnie Brook Clubhouse underground fuel tank. Roll call to the motion: Ayes: Duffy, Motley, Foley, Kilkelly, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

➤ Plonien Park Playground Equipment. **Motion by Commissioner Duffy, seconded by Commissioner Kilkelly, to approve the purchase of a Little Tikes Commercial Playground equipment from Parkreation, Inc. in the amount of \$24,353.00 and to waive the bid requirement based on staff's determination that there are no competitive bidders with the same product and that the equipment has unique abilities that require custom manufacturing of parts and that the Park District will be able to save funds by purchasing the equipment directly from the manufacturer and not have any markup. Roll call to the motion: Ayes: Duffy, Motley, Foley, Kilkelly, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

B. Agreements

- Waukegan Township Agreement and Waukegan Park District. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve an intergovernmental agreement between Waukegan Township and the Park District regarding use of the Belvidere Park Recreation Center, 412 S. Lewis Avenue and 414 S. Lewis Avenue. Roll call to the motion: Ayes: Duffy, Motley, Foley, Kilkelly, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

C. Interfund Transfers.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#1 Benny)(16-11-11-583-9999)	\$5,000.00	
Recreation (02-24-11-473-9999)		\$5,000.00

Purpose: To utilize the Comcast donation to pay for supplies for the Literary Arts & Digital Photography Lab.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#51 Rec.Spon.)(16-11-11-583-9999)	\$87.00	

Purpose: First Midwest Generation funds to cover EEAI Silent Auction items.

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

D. Policy Review/Amendment

- #4.06, Discretionary Time for Exempt Staff / #4.07, Vacation.

**Motion by Commissioner Motley, seconded by Commissioner Kilkelly to approve Section 4.06 of the Personnel Code for discretionary time off for exempt staff, and further, to approve Section 4.07 concerning vacations. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

E. Ordinances

- 12-04, Prevailing Wage Ordinance. **Motion by Commissioner**

**Motley, seconded by Commissioner Foley, to approve Ordinance 12-04 adopting the Prevailing Wage for workers performing construction of public works for the Park District. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

- 12-03, Budget and Appropriation Ordinance. **Motion by**

**Commissioner Foley, seconded by Commissioner Duffy, to approve Ordinance 12-03, Budget and Appropriation Ordinance for the period of May 1, 2012 to April 30, 2013. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

F. Plonien Park Plat of Dedication. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve the Plonien Park Plat of Dedication to reflect that Lot 1 of the Plonien Park Plat of Survey is dedicated for public road purposes as part of Melrose Avenue. Staff was instructed to prepare a deed for Lot 1 to the City of Waukegan.**

Discussion: Staff explained to the commissioners that Lot 1 is really part of Melrose Avenue and has been since the 1960's. In doing the work on Plonien Park, the surveyors discovered that the deed for Lot 1 was never transferred to the City of Waukegan when the road work was completed.

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

G. Resolution 2012-12

- Semi Annual Review of Closed Session Minutes. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve Resolution 2012-12 releasing closed session minutes of April 10, 2012 and May 8, 2012. Roll call to the motion: Ayes: Duffy, Motley, Kilkelly, Foley, Sarocka. Nays: None. Absent: None. Motion carried unanimously.**

**VII. Closed Session.**

There was no motion to move to closed session.

**VIII. Commissioner Questions.**

Commissioner Duffy expressed his pleasure with seeing the SportsPark prominently displayed in the PDRMA brochure.

Commissioner Motley thanked Mike Trigg and his staff for assistance provided to the City of Waukegan in the spirit of intergovernmental cooperation.

Commissioner Kilkelly commended staff for the Dandelion Wine Festival and also commented that she liked the ad the Park District had taken out in the People's Voice newspaper.

Commissioner Foley advised that on June 26 at Bonnie Brook golf course the Exchange Club will be celebrating its 75th anniversary. The Exchange Club is an important part of the community and she urged the commissioners to attend.

Mr. Petry reminded the commissioners of the trip to assess other aquatic facilities on June 13 and the after-hours business event on June 14 at 5:00 p.m. at the Bonnie Brook golf course.

Mr. Petry advised the commissioners that at the next Committee of the Whole meeting they would be reviewing the aquatic plans.

President Sarocka wished Commissioner Foley good luck with her scheduled knee surgery.

**IX. Adjournment.**

**Motion by Commissioner Motley, seconded by Commissioner Duffy, to adjourn. Motion carried unanimously. Meeting adjourned at 6:40 p.m.**

Respectfully submitted,

Charles W. Smith  
Board Secretary