

**Minutes of the Waukegan Park District  
Meeting of the Board of Commissioners  
March 12, 2013**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on March 12, 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 Duffy, Foley, and President Sarocka. Absent: Commissioners Motley and Kilkelly. Also present was Executive Director Greg Petry and Board Attorney/Secretary Charles Smith.

**III. Consent Items**

- A. Minutes  
February 12, 2013 (Board of Commissioners 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. Roll call to the motion: Ayes: Duffy, Foley, Sarocka. Nays: None. Absent: Motley, Kilkelly. Motion carried unanimously.**

**IV. Public Portion**

David Reid of Tobacco Free Lake County presented the Park District its 2012 award for Tobacco Free Partnership. President Sarocka accepted the award on behalf of the Park District. Mr. Reid commended the Park District for its work with Tobacco Free Lake County to help foster an environment free of tobacco products.

Peggy Wong, a Waukegan resident and retired Waukegan school teacher, thanked the Park District for additional free time for senior walking at the Field House. Ms. Wong also pointed out that Zip Fitness offers a membership for \$18, which is less than the Field House membership, and also recommended security cameras in the stairwell and on the track. She felt that the security cameras would make senior citizens feel more secure in utilizing the Field House facilities. Finally, she suggested that some consideration be given for moving the library space so there is not an activity room above it.

Commissioner Foley echoed the concerns about the need for security cameras in the stairwell and the track.

**Motion by Commissioner Foley, seconded by Commissioner Duffy, to seat Commissioner Kilkelly at 4:10 p.m. Motion carried unanimously.**

Alicia Mentell responded to Ms. Wong's concerns by stating that the idea of placing security cameras is a good idea. Ms. Mentell also stated that there is a need for additional signage regarding the direction for walking on the walking track. Staff will work on this.

Margaret Tischler addressed the Board concerning the intergovernmental agreement between the Park District and Libertyville Township for the building and maintaining of the bike trail, which is due to expire in 2014.

Mr. Petry explained that the trail is part of the capital budget that is currently being considered.

It was announced that Claudia Freeman has received the YWCA award for arts and the award ceremony will be held at the Hyatt in Deerfield.

## **V. Progress Reports**

A. Executive Director. Greg Petry submitted a written report and presented an update on the Strategic Plan.

B. Attorney. There was no report from Mr. Smith.

C. IAPD/Legislation Update. Mr. Petry reported that nothing detrimental to the park districts is coming out of the current General Assembly session.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report. Commissioner Foley asked for an explanation in the golf budget for "Silk Thumb". Mr. Glogovsky stated that this is a designer who is coming up with suggestions for silk flowers at the Bonnie Brook club house.

President Sarocka raised questions concerning Golf Visions budget for merchandise.

Mr. Glogovsky explained that the figures will become clearer when the golf season starts.

Commissioner Duffy requested information as to whether rentals at Bonnie Brook for banquets are worthwhile and requested greater detail concerning income and expenses relative to the banquet operation.

Mr. Glogovsky stated that the Park District is clearly benefitting from large banquet events, but is less certain as to whether the smaller events are beneficial from an economic standpoint.

Budget Workshop #2. The commissioners reviewed in detail the Strategic Plan Implementation report and reviewed all line item expenditures for capital improvements.

Commissioner Foley questioned renaming the positions of summer day camp counselors.

Ms. Mentell explained that the reasoning behind the naming of the position was to demonstrate what costs are expended during the summer programs.

In reviewing the Strategic Plan initiatives and the dates for the completion of these items, Mr. Petry stressed that what the Board had before them was for fiscal year 2013/2014.

Mr. Glogovsky explained the proposal to expend \$125,000 in the Capital Improvement Program for a banquet garden and he has seen a similar garden at the Hoffman Estates Park District. In speaking with the representatives of Hoffman Estates, they stated that this amenity resulted in a significant increase in events.

Commissioner Duffy expressed his strong opposition to this expenditure and wants a thorough revenue and expense explanation arising out of banquet operations.

President Sarocka agreed that the expenditure of \$125,000 for a garden is not warranted and he does not support this.

Commissioner Foley stated that she favors enhancements that demonstrate to be revenue positive.

Commissioner Kilkelly questioned the placement the garden and whether a gazebo would be constructed as part of the enhancement.

Mr. Petry and Mr. Glogovsky stated that a new gazebo would be part of this enhancement if approved by the Board.

Commissioner Duffy stated his opposition to any further work, be it design or concept drawings for the garden, until figures are presented to the Board relative to banquet operations.

President Sarocka stated that he does not see the need for this significant enhancement and needs to see more bookings for banquet events before additional spending.

Commissioner Foley asked for an explanation as to the projector expense in the capital budget.

Mr. Glogovsky explained the line item.

In review of the expenditure for portable food/salad bar, Commissioner Duffy explained the negative past history with a similar portable food service.

Mr. Petry stated that if this portable food/salad bar were implemented it would be maintained by Golf Visions and they would be responsible for seeing that all food was paid for.

D2. Cultural Arts. Claudia Freeman submitted her written report and reviewed the expenditures for her department. The Board had no questions for Ms. Freeman. She stated that the Chorus was outstanding in its Sunday concert and that the Children's Symphony on March 9 was very good, but there was a shortage of middle school students playing because of an Illinois Arts competition.

D3. Parks. Michael Trigg presented his written report and reviewed the proposed capital expenditures for the Parks Department.

President Sarocka asked if there are any flooding problems with the recent snow and rain.

Mr. Trigg advised that thus far the park facilities have held up well.

Commissioner Duffy raised questions concerning Callahan Park and the BMX affiliation. He had concerns about what the club was requesting for the maintenance of the facility.

Staff assured the Board that the BMX Club is responsible for the maintenance of the track.

Commissioner Duffy asked Mr. Trigg as to whether the City of Waukegan will oppose any of the proposed marquee changes.

Mr. Trigg advised that this will be cleared with the City prior to making any expenditures.

Commissioner Kilkelly raised a question about the Libertyville Township bike path. Mr. Trigg explained that this is Phase II of the project and that it would provide access to the Des Plaines River Bike Trail.

Mr. Petry advised that the details of the intergovernmental agreement are being worked on with Libertyville Township.

Commissioner Kilkelly asked Mr. Trigg whether the expenditure for gypsy moths included air spraying.

Mr. Trigg advised that this was a part of the budget proposal.

Commissioner Foley asked Mr. Trigg about the tree trimming on Lewis Avenue in front of Belvidere Park.

Mr. Trigg responded that all the trimmed branches are turned into mulch and used in the parks.

Long Range Improvement Plan/Capital Development and Financing Plan. Mr. Glogovsky reviewed the projections for revenue and expenditures. Service level changes updates from the first budget workshop were reviewed.

Commissioner Foley raised questions concerning the contract with Ellis and Associates for pool management fees.

Staff explained that the proposal would provide first-rate pool management and in-service training for lifeguards. He further stated that the Park District does not currently have staff with sufficient expertise in the area of aquatic safety to run this program and that is why staff is recommending the contract with Ellis and Associates.

Budget Workshop #3. The third budget workshop will be part of the March 26, 2013 Committee of the Whole meeting.

D4. Recreation. Alicia Mentell submitted a written report and reviewed the proposed capital expenditures for the Recreation Department. She stated that membership at the Field House was at an all-time high of 1,991 members.

Ms. Mentell congratulated Mike Mayfield for securing a grant for \$3,200 for Wise Kids.

Commissioner Duffy raised questions concerning the overflow parking procedures at the SportsPark.

Mr. Lerner explained that the procedures are easing congestion and should improve the parking relative to the neighbors adjoining the SportsPark.

Commissioner Duffy asked questions concerning the roof leak at Hinkston.

Ms. Mentell and Mr. Trigg stated that the roof problems are ongoing but are being addressed with the architects and contractors.

Ms. Mentell stated that the volunteer and employee recognition dinner went well.

President Sarocka requested drawing or pictures of the proposed dog agility equipment.

## VI. Review, Discuss, Decide

### A. Authorization to Accept Bids/Quotes

- Finance Department

- Purchase of Storage Area Network (SAN) for District Servers. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve the quote from Tympani, Inc. in the amount of \$16,623.50 as the low bidder for storage area network for district services. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.**

- Parks Department

- Contractual Custodian Services. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve the quote of Tenacious Cleaning Services, Inc. in the amount of \$25,361.05 for fiscal year 2014, and \$25,741.45 for fiscal year 2015.**

Discussion on the motion: Commissioner Kilkelly asked why the cleaning contract was not put out for competitive bidding.

Attorney Smith advised that the contract was not required to go out for bid.

Mr. Trigg commented that the Park District has been extremely satisfied with the services of Tenacious Cleaning. The services had been bid the previous year and Tenacious Cleaning was the low bidder and the Park District desired to lock in the contract for a two year period.

Commissioner Kilkelly stated that she thought that the contract should go out to bid to ensure that the lowest possible price was being obtained.

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

### B. Interfund Transfers.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#42 Spec Rec) (16-11-11-583-9999)	\$1,000.00	
Special Recreation (08-48-66-473-9999)		\$1,000.00

Purpose: To cover Special Recreation scholarships for the P2K2 program offered under the IAPD Power Play Grant.

<u>Fund</u>	<u>From</u>	<u>To</u>
Special Recreation (08-48-66-583-9999)	\$336.00	
Recreation (02-71-22-473-9999)		\$336.00

Purpose: Pool fees for Special Recreation day camps for last summer to cover expenses.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-11-583-9999)	\$1,000,000.00	
Capital (03-11-11-473-9999)		\$1,000,000.00

Purpose: Budgeted transfer for FY2012-13.

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

C. Resolution.

➤ **First Midwest Bank #2013-04. Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve banking resolution 13-04 with First Midwest Bank.**

Discussion on the motion: The Board inquired as to why a new banking resolution was being required. It was explained that GolfVisions had a change in management that required a new signature on the account.

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

D. American Independence Festivities Committee Appointments. **Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve the appointment of Cheryl Graham-Ptasienski, Della Steele, Sharon Yap, Kelly Link, and Nina Greater to the American Independence Festivities Committee and that Janet Kilkelly be Board liaison. Motion carried unanimously.**

E. Recreation Program Advisory Committee Appointments. **Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve Miguel Quiroz, Rogelio Fajardo, and Desiree Martinez to the Recreation Program Advisory Committee. Motion carried unanimously.**

F. Waukegan Youth Baseball Association Request for Financial Assistance. **Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve the amount of \$3,000 to the Waukegan Youth Baseball Association for equipment. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.**

In discussing this motion, Attorney Smith recommended that the Youth Baseball Association and all other associated or affiliated groups be advised to establish a policy of dual signatures on all checks to avoid fraud and theft from these organizations. The Board concurred that the Park District should make such a recommendation and provide proposed written guidelines to affiliated organizations.

G. Request for Sale of Alcohol at SportsPark. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve authorization for alcohol sales at the SportsPark in conjunction with the Croatians Labor Day tournament to be held August 31, 2013 and September 1, 2013. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.**

H. Ellis & Associates Management of Ganster Pool. **Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve a contract between the Park District and Ellis and Associates for pool management in an amount not to exceed \$77,599 for FY2013/14.**

I. Approval of Recreation Specialist for Fitness & Aquatics Position. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve the Recreation Specialist - Fitness and Aquatics position. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.**

J. Proposed draft revision of Policy #4.21, Privileges for Activities, Programs and Facilities. Mr. Glogovsky reviewed the proposals for amendment to Policy 4.21 of the employee manual dealing with staff and commissioner use of Park District facilities. Mr. Glogovsky explained the information that he has gathered from other park districts relative to allowing staff and/or commissioners to utilize Park District facilities at a discount and new IRS regulations concerning the requirement to provide 1099 forms to employees and/or commissioners for anything greater than a 20% discount for the use of the facilities.

President Sarocka questioned the past practices that have allowed commissioners full utilization of all facilities, including golf, as part of their supervisory duties.

Attorney Smith reviewed the court decision of Judge Van Deusen from 1975 and the changes that have occurred since that time, including the Gift Ban Act and the new IRS regulations on the use of park district facilities without charge.



Mr. Petry and Mr. Glogovsky advised that the IRS does allow for a park district to allow staff and commissioners use of facilities that may displace members of the public but with no more than a 20% discount.

The matter will be discussed further at the April Board meeting.

K. Reschedule April 9, 2013 Board of Commissioners Meeting. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to reschedule the April 9 regular meeting of the Board of Commissioners to April 11, 2013 at 4:00 p.m. Motion carried unanimously.**

**VII. Closed Session.**

**Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to enter into closed session to discuss personnel pursuant to 5 ILCS 120/2(C)(1). Motion carried unanimously. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.** Regular session adjourned at 7:00 p.m.

Following closed session, regular session resumed at 7:12 p.m.

**VIII. Commissioner Questions.**

Commissioner Duffy stated his view that the Park District needs to do more to promote itself and to publish events in the local newspapers.

Commissioner Foley expressed her appreciation for the adjustment of the lights on the climbing wall.

Commissioner Kilkelly had a question concerning a refund given to a Field House member. Staff is to check on the reason for the refund and advise Commissioner Kilkelly.

Commissioner Kilkelly praised the work of Sam Stevens in his new position.

President Sarocka expressed his appreciation to the staff and fellow commissioners for all they did in assisting him while recovering from shoulder surgery.

**IX. Adjournment.**

**Motion by Commissioner Duffy, seconded by Commissioner Foley, to adjourn. Motion carried unanimously.** Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Charles W. Smith  
Board Secretary