

**Minutes of the Waukegan Park District  
Meeting of the Board of Commissioners  
May 8, 2012**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on May 8, 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 Foley who directed a call of the roll.

**II. Roll Call**

Present: Commissioners Duffy, Motley, Sarocka, Kilkelly, Foley. Absent: None. Also present was Executive Director Greg Petry and Board Attorney Charles Smith.

**III. Consent Items**

- A. Minutes
  - March 5, 2012 (Special Meeting, Special Recreation Advisory Committee)
  - April 10, 2012 (Board of Commissioners Meeting)
  - April 18, 2012 (Special Board Meeting/Recreation Advisory Committee)
  - April 24, 2012 (Special Board Meeting)
  
- B. Bills
  
- C. Payroll
  
- D. Financial Statements
  
- E. Authorization to Receive Bids/Quotes
  - Parks
    - ADA Accessibility Study Upgrades
    - Administration Vehicle Replacement
    - Golf Equipment Replacement - Greens Mower
    - Parks Equipment Replacement - Mower
    - Miscellaneous Playground Safety Upgrades
    - Plonien Park Playground Improvements
    - Douglas House Foundation/Structural Repair
    - PMF Rooftop Heating/Cooling Unit Replacement
    - Bonnie Brook Maintenance Fuel Monitor Replacement

**Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to approve the Consent Items and to pay the bills as presented. Roll call to the**

**motion: Ayes: Duffy, Motley, Sarocka, Kilkelly, Foley. Nays: None. Absent: None. Motion carried unanimously.**

#### **IV. Public Portion**

The new Park District employees were introduced: Eric Krueger started working on March 20, 2012 in the Maintenance Department and Andrew Cravens started working on April 2, 2012 as a Horticulturist. Both Eric and Andrew are Waukegan natives.

#### **V. Progress Reports**

A. Executive Director. Greg Petry submitted a written report and provided a Strategic Plan update.

Mr. Petry also reminded the commissioners about the NRPA Congress to be held October 16-18, 2012 in Anaheim CA. The Waukegan Park District is one of three gold medal finalist for the SportsPark.

B. Attorney. Charles Smith had no report for the Board. Commissioner Sarocka raised the question on the ordinance for the smoking ban. Mr. Smith reported that a first draft has been submitted to the staff and that the matter will be discussed further by the Board at the Committee of the Whole meeting on May 22.

C. IAPD/Legislation Update. Mr. Petry advised that he attended a legislative meeting in Springfield and there is not much in the way of legislation pending that would affect the Park District. Mr. Petry did advise that the Department of Natural Resources is having a difficult time obtaining funding and that all park districts are asked to support DNR funding initiatives.

#### **D. Division Reports.**

D1. Finance & Administration. Jim Glogovsky's written report was received as he was attending a seminar. Mr. Petry answered questions on his behalf.

Commissioner Kilkelly raised a question about the background of workers being hired through Former Inmates Striving Together (F.I.S.T.).

Commissioner Motley advised that F.I.S.T has been hired by the city of Waukegan to run the beaches.

Commissioner Sarocka asked questions concerning the continued downturn in EAV and the increase in the state multiplier.

Commissioner Duffy inquired about the revenue from the Easter and Mother's Day brunches at Bonnie Brook and requested an analysis of revenue and costs associated with these events.

Commissioner Sarocka commented that brunch could be a loss leader.

Commissioner Kilkelly asked questions concerning the Thorguard lightening protection system.

D2. Cultural Arts. Claudia Freeman submitted her written report. President Foley asked about the Chorus concert and Ms. Freeman advised that it was an excellent performance.

Commissioner Sarocka advised that Ty Rohrer did a great job with the Titanic presentation and it was well attended.

D3. Parks. Michael Trigg presented his written report. Commissioner Kilkelly inquired about the gypsy moth applications. Mr. Trigg advised that the first application was done early due to the early warm weather.

Commissioner Kilkelly asked questions concerning the cost of shirts that have been ordered for the staff. Mr. Petry advised that it creates a far more professional appearance.

Commissioner Kilkelly and Commissioner Motley both discussed the costs of the shirts and stated that it is not out of line.

D4. Recreation. Alicia Mentell submitted a written report and orally reported that April 22 was PBS Kids Day at Bowen Park. Approximately 90 people attended and it was a very worthwhile event. On May 19 there is a Fly In Kite Day for kids.

Commissioner Duffy inquired about the loss of the \$3,000 sponsorship from Waukegan Savings Bank for the American Independent Festivities parade and asked if immediate action was needed to increase donations or should the amount of money paid to bands and drill teams who participate in the parade be decreased. This matter will be reviewed and discussed further.

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

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

#### **• Parks**

➤ Kubota L5240 Tractor. **Motion by Commissioner Sarocka, seconded by Commissioner Motley, to approve the bid of Burris Equipment in the amount of \$26,700 for one 2012 Kubota L5240 tractor and to waive the bid requirements as this was the sole bid received. Roll call to the motion: Ayes: Duffy, Motley, Sarocka, Kilkelly, Foley. Nays: None. Absent: None. Motion carried unanimously.**

➤ Sewer, Water Service and Plumbing Installation at Roosevelt Park. **Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to**

approve the bid of Roger Schwab Plumbing in the amount of \$28,345 as the low bid for sewer, water service and plumbing installation at Roosevelt Park. Roll call to the motion: Ayes: Duffy, Motley, Sarocka, Kilkelly, Foley. Nays: None. Absent: None. Motion carried unanimously.

➤ 2012 Parking Lot Maintenance Program. Motion by Commissioner Sarocka, seconded by Commissioner Motley, to approve the low bid of AAA Quality Paving for the 2012 parking lot maintenance at Bowen, Hinkston and Dugdale parks.

Commissioner Motley asked if this company had adequate experience to perform the job. Mr. Trigg advised that AAA Quality is a very good company that he has worked with in the past. Following discussion on the motion: Roll call to the motion: Ayes: Duffy, Motley, Sarocka, Kilkelly, Foley. Nays: None. Absent: None. Motion carried unanimously.

B. Agreements

• Waukegan Township Agreement and Waukegan Park District. Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to approve the agreement as amended. There was discussion concerning food sales led by Commissioner Motley. The commissioners want a provision added that the tenant will abide by all rules and regulations of any governmental agency and obtain the necessary licenses when required, particularly for the sale of food. Following discussion, motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to defer this matter until the June 12, 2012 meeting. Motion carried unanimously.

• University of Illinois Extension Service

➤ Community Recreation Center for Urban 4-H Program. Motion by Commissioner Kilkelly, seconded by Commissioner Sarocka, to approve the lease between the Board of Trustees of the University of Illinois and the Waukegan Park District for the Community Recreation Center, 724 S. Genesee Street, Waukegan. Roll call to the motion: Ayes: Duffy, Motley, Sarocka, Kilkelly, Foley. Nays: None. Absent: None. Motion carried unanimously.

• Boys & Girls Club of Lake County

➤ Urban 4-H Programming. Motion by Commissioner Sarocka, seconded by Commissioner Motley, to approve an agreement between the Boys and Girls Club of Lake County to partner with the University of Illinois Extension and fulfill the obligations under the University of Illinois agreement. Roll call to the motion: Ayes: Duffy, Motley, Sarocka, Kilkelly, Foley. Nays: None. Absent: None. Motion carried unanimously.

C. Interfund Transfers. There were no interfund transfers.

D. Policy Review/Amendment

➤ #3.22 - Media and Public Information Communications Policy

- #3.09 - Meetings, Training and Vehicle Use
- #3.15 - Internet, E-mail and Social Media
- #4.06 - Discretionary Time for Exempt Employees
- #1.06 - Record Retention

**Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to approve policy review and amendments to Section 3.22 - Media and Public Information Communications Policy; Section 3.09 - Meetings, Training and Vehicle Use; Section 3.15 - Internet, E-mail and Social Media; Section 4.06 - Discretionary time for Exempt Employees; and Section 1.06 - Record Retention.** Prior to the vote, President Foley recommended a change to the wording in Section 3.22. Following discussion, **Roll call to the motion: Ayes: Duffy, Motley, Sarocka, Kilkelly, Foley. Nays: None. Absent: None. Motion carried unanimously.**

E. Election of Officers

➤ President. **Motion by Commissioner Kilkelly, seconded by Commissioner Foley, to nominate Bill Sarocka for president.** Following discussion on the motion: **Roll call to the motion: Ayes: Motley, Sarocka, Kilkelly, Foley. Nays: Duffy. Absent: None. Motion carried.**

➤ Vice President. **Motion by Commissioner Duffy, seconded by Commissioner Motley, to nominate Janet Kilkelly as Vice President. Motion carried unanimously.**

➤ Treasurer. **Motion by Commissioner Motley, seconded by Commissioner Duffy, to nominate Pat Foley as Treasurer. Motion carried unanimously.**

F. Appointment of Officials

- Attorney - Charles W. Smith
- Secretary - Charles W. Smith
- Deputy Secretary - Greg Petry
- Local Election Official - Greg Petry
- Deputy Treasurer - Jim Glogovsky
- IMRF Officer - Jim Glogovsky
- PDRMA Representative - Jim Glogovsky
- PDRMA Alternative Representative - Tanya Brady

**Motion by Commissioner Kilkelly, seconded by Commissioner Motley, to approve the appointment of officials as presented. Motion carried unanimously.**

G. Appointment/Reappointment of Advisory Committee Members & Chairpersons

- Cultural Arts - Claudia Freeman, Superintendent of Cultural Arts  
Patricia Foley, Liaison

Greg Petry, Executive Director  
Ty Rohrer  
Debra Carl  
Jackie Rijos  
MaryFran Troha  
Jack Dudley  
David Motley  
Judge William Homer  
Susana Figueroa  
Jason Clark  
Roxanne Bliss  
Betsy Stiles  
Rich Ribando  
Roxanne Swanson  
Taylor McMonigle  
Theophilus Jamal  
Lisa Kajfez May  
Dennis Moisio  
Martha Padilla-Ramos  
Myra Gaytan-Moraes  
David Johnson  
Jo Dooley

- Golf - Jim Glogovsky, Superintendent of Finance and Administration  
Terry Duffy, Golf Liaison  
Greg Petry, Executive Director  
Jack & Sandy Bradbury  
Daniel Dieck  
Ellen Kiernan  
Walter Lundquist  
Emilio Perez  
Sue Schwab  
Sandy Llewellyn  
Ed Holm  
Rich Seremak  
Sandy Chess  
Mike Trigg  
Tony Tinetti  
Mike Steele  
Greg Benson  
Rafael Ayala
  
- Recreation - Alicia Mentell, Superintendent of Recreation  
Wayne Motley, Board Liaison  
Greg Petry, Executive Director

Peggi Braden  
Caryn Clothier  
Jacklyne Giron  
Sara Griffin  
Karen Harris  
Jerry Holisky  
Sharon Hoyle-Yap  
Diane Kajfez  
Martha Padilla-Ramos  
Juan Moran, Jr.  
David Motley  
Dulce Ortiz  
Odie Pahl  
Doris Richter  
Mercedes Rivera  
Della Steele

- Special Recreation - Alicia Mentell, Superintendent of Recreation  
Bill Sarocka, Board Liaison  
Greg Petry, Executive Director  
Melissa Juarez  
Sharon Lambert  
Susan Johnson  
Mercedes Rivera  
Susan Smock  
Christina Torres

**Motion of Commissioner Foley, seconded by Commissioner Kilkelly, to approve the appointment/reappointment of Advisory Committee Members & Chairpersons as presented. Motion carried unanimously.**

H. Resolutions

- Selection of Depositories 2012-04. **Motion by Commissioner Foley, seconded by Commissioner Motley, to approve Resolution 2012-04, designating depository of NorStates Bank, Waukegan IL; First Midwest Bank, Waukegan IL; Lake Forest Bank & Trust (Wintrust), Lake Forest IL; Illinois Trust, f/k/a the Illinois Park District Liquid Asset Fund Plus, Amalgamated Bank, Chicago IL. Motion carried unanimously.**

- Bank Authorization

- NorStates Bank - Resolution 2012-05. **Motion by Commissioner Motley, seconded by Commissioner Foley, to approve Resolution 2012-05, designating NorStates Bank as a bank in which funds may be deposited. Motion carried unanimously.**

- First Midwest Bank - Resolution 2012-06. **Motion by Commissioner Foley, seconded by Commissioner Motley, to approve Resolution**

**2012-06 designating First Midwest Bank as a bank in which funds may be deposited. Motion carried unanimously.**

➤ **Wintrust - Resolution 2012-07. Motion by Commissioner Foley, seconded by Commissioner Motley, to approve Resolution 2012-07 designating Wintrust/Lake Forest Bank & Trust as a bank in which funds may be deposited. Motion carried unanimously.**

- **Bank Signature Authorization**

➤ **NorStates Bank - Resolution 2012-08. Motion by Commissioner Foley, seconded by Commissioner Motley, to approve Corporate Authorization Resolution 2012-08, Account Agreement, authorizing new signatures on the account cards at NorStates Bank. Motion carried unanimously.**

➤ **First Midwest Bank - Resolution 2012-09. Motion by Commissioner Foley, seconded by Commissioner Motley, to approve Resolution 2012-09 authorizing new signatures on the account cards at First Midwest Bank. Motion carried unanimously.**

➤ **Wintrust/Lake Forest Bank & Trust - Resolution 2012-10. Motion by Commissioner Foley, seconded by Commissioner Motley, to approve Resolution 2012-10 authorizing new signatures on the accounts cards at Wintrust/Lake Forest Bank & Trust. Motion carried unanimously.**

- **Recognition of Past President**

➤ **Patricia Foley - Resolution 2012-11. Motion by Commissioner Duffy, seconded by President Sarocka, to approve Resolution 2012-11, recognizing Pat Foley for her services as President of the Board of Commissioners of the Waukegan Park District during the 2011-2012 fiscal year. Motion carried unanimously.**

I. **FY2012-2013 Budget and Appropriation Ordinance 12-03, was deferred to the June 12, 2012 meeting following the public hearing on that date.**

J. **Authorization to Sell Surplus Property. Motion by Commissioner Motley, seconded by Commissioner Foley, to authorize the sale of the following surplus property:**

**7 brown/square back and 17 blue/round back banquet chairs  
2 desks  
4 round banquet tables - 5' diameter  
square black pedestal table  
4 Van seats for E-350 passenger van  
7 tube slide sections - Miracle brand  
Kwik Goal Soccer Goal Sets:  
1 youth 7' x 12'6"**



2 youth 7' x 18'

11 adult 8' x 24'

**Snow Plow**

**2 Toro mowing decks**

**450 gallon water tank for pickup**

**Yellow hose for outfield fencing**

**1980 Ford 445 Tractor (end loader)**

**1976 Sod Cutter**

**1985 Olathe Walking Seeder**

**1984 Olathe 3 point slit seeder**

**2 Husqvarna string trimmers**

**3 small utility trailers**

**Toro walking greens mower**

**3 Stihl backpack blowers**

**3 Stihl string trimmers**

**Ford F150 truck cap**

**Redmax Reciprocator**

**5 Jacobson push mowers**

**HP DesignJet 455CA Plotter**

**Copier (from Douglas House)**

**Trencher**

**Motion carried unanimously.**

**VII. Closed Session.**

**Motion by Commissioner Motley, seconded by Commissioner Foley, to adjourn into executive session to discuss personnel under 5 ILCS 2-120(C)(1) . Roll call to the Motion: Ayes: Duffy, Motley, Sarocka, Kilkelly, Foley. Nays: None. Absent: None. Motion carried unanimously. Open session adjourned at 5:15 p.m.**

**Motion by Commissioner Duffy, seconded by Commissioner Kilkelly, to return to open session. Motion carried unanimously. Return to open session at 5:33 p.m.**

**VIII. Commissioner Questions.**

There were no commissioners questions or comments.

**IX. Adjournment.**

**Motion by Commissioner Duffy, seconded by Commissioner Kilkelly, to adjourn. Motion carried unanimously. Meeting adjourned at 5:34 p.m.**

Respectfully submitted,

Charles W. Smith  
Board Secretary