

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
December 10, 2013**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on December 10, 2013 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 4:30 p.m. by President Kilkelly who directed a call of the roll.

II. Roll Call

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

III. Consent Items

- A. Minutes
November 12, 2013 - Board of Commissioners Meeting
November 26, 2013 - Committee of the Whole Meeting
- B. Bills
- C. Payroll
- D. Financial Statements

Motion by Commissioner Bridges, seconded by Commissioner Foley, to approve the consent items, and pay the bills as presented. Ayes: Duffy, Bridges, Foley, Kilkelly. Nays: None. Absent: Sarocka. Motion carried unanimously.

IV. Public Portion

Jay Lerner introduced Quincy Bejster, a new employee in the Recreation Department who is working at the FieldHouse. Quincy provided his background to the Board and stated that he was looking forward to building the membership.

At 4:32 p.m. Commissioner Sarocka arrived. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to seat Commissioner Sarocka. Motion carried unanimously.**

V. Progress Reports

A. Executive Director. Jim Glogovsky presented the Executive Director's written report. Mr. Glogovsky advised that it is time to nominate a recipient for the annual Commissioner's Award and that staff is working on the Employee of the Year

Award. The commissioners are to consider the candidates in both categories and staff is to present background on each candidate that will be reviewed at a special meeting on December 17, 2013.

Volunteer and Patron of the Year Awards will be made on February 27, 2014 at 6:00 p.m. The Board was also advised that the Gold Medal breakfast for employees will be held on February 14, 2014 at a location to be determined.

B. Attorney. Mr. Smith advised the Board that he was seeking approval of an ordinance annexing some of the River Glen property that is not showing up on the tax rolls for the Park District. All property annexed to the City of Waukegan is supposed to be included in the Park District. This ordinance will ensure that this property is properly listed on the Park District rolls.

Mr. Smith also advised as to the tax objections that have been filed and that he is working with Mr. Petry, Mr. Glogovsky, and Mr. Trigg in preparing a response to each tax objection.

C. IAPD/Legislation Update. There was no legislative update.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report.

Commissioner Bridges had questions concerning the need for signs for the new conceal carry law and also issues relative to the medical marijuana law.

Mr. Smith advised that as to the medical marijuana law, there is much ongoing debate relative to how this will impact drug free environment rules and regulations, as well as use of "medical marijuana" at park district facilities. There is still a ban on smoking that would cover some of this issue. He also advised that the Park District is going to be required to post signs regarding the prohibition of carrying concealed weapons once the new law takes effect.

Commissioner Duffy reminded the commissioners that the Golf Advisory Committee is set for December 12, 2013 at 7:00 p.m. at Bonnie Brook.

Commissioner Foley acknowledged Jim Glogovsky and the work of his staff in securing another fiscal management award for distinguished budget presentation.

Mr. Glogovsky thanked Commissioner Foley for the recognition but stressed that this was a team effort of everyone in the Finance Department.

Mr. Glogovsky reviewed the Fiscal Year 2014/2015 budget task schedule and stated that the first meeting to review the budget will be at the Committee of the Whole meeting on January 28, 2014.

D2. Cultural Arts. Claudia Freeman submitted her written report. She reminded all present that the Messiah Concert will be held December 21, 2013.

President Kilkelly asked about the open house for the Historical Society and Commissioner Foley advised that she was present early at the event and that it seemed to be well set up.

D3. Parks. Michael Trigg presented his written report and advised of the possibility of a Green Storm Water Management grant of up to 75% of covered costs. Mr. Trigg is looking into making application for such a grant for Clearview Park using Payne & Associates, which is the same consultant used for Roosevelt Park. The deadline for the grant application is December 13, 2013 and this will supplement the OSLAD grant project. The awards will be announced in June/July 2014.

Commissioner Sarocka asked Mr. Trigg how the staff handled the first snowfall.

Mr. Trigg responded that there were some glitches to work out but generally snow removal went well.

Commissioner Duffy applauded the promotion of Gary Trantham.

Commissioner Duffy also inquired about the status of the maintenance facility building.

Mr. Trigg stated that he had a meeting on December 12, 2013 with Legit Architects.

D4. Superintendent of Recreation. Jay Lerner submitted his written report and reviewed the Worldwide Day of Play activities.

Mr. Lerner also noted that membership had reached a record high level at the FieldHouse and that they are increasing efforts of marketing using ESPN DePortes as an outreach to the Spanish speaking community.

Commissioner Sarocka stated that he and his daughter attended the World Wide Day of Play and thought that it was an excellent event.

VI. Review, Discuss, Decide

A. Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#51 Rec Spons)(16-11-11-583-9999) Recreation (02-48-88-473-9999)	100.00	100.00

Purpose. To cover children's garden and nature program expenses.

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

B. Policy for Review/Approval

➤ 4.05 Pay Periods and Time Reports. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve changes to Section 4.05 of the Park District Policy and Procedures adding language concerning falsification and inaccurate reporting of time worked. Motion carried unanimously.**

C. Ordinances for Review/Approval

➤ 2013 Tax Levy Ordinance 13-10. **Motion by Commissioner Sarocka, seconded by Commissioner Duffy, to approval the 2013 Tax Levy Ordinance 13-10. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

➤ Ordinance Pertaining to the Annexation of Certain Territory into the Domain of the Waukegan Park District, 13-11. **Motion by Commissioner Sarocka, seconded by Commissioner Bridges, to approve Ordinance 13-11 annexing certain territory into Waukegan Park District. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

D. Fiscal Year 2013/2014 Midyear Report. Mr. Glogovsky reviewed the midyear financial report and the GolfVision report which was a separate part of the midyear report.

Commissioner Sarocka asked if GolfVision's report included the monthly fee to GolfVisions and wanted to know if it was line item.

Mr. Glogovsky stated that he would check that information and advise Commissioner Sarocka.

E. Resolutions for Review/Approval

➤ Selection of Depositories 2013-18

- Bank Authorization/Associated Bank 2013-19
- Bank Signature Authorization/Associated Bank 2013-20

Mr. Glogovsky advised that Associated Bank has a facility in Waukegan and is offering slightly higher interest rates than the Park District is receiving at other banks.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve Resolution 2013-18 designating Associated Bank as another authorized depository; Resolution 2013-19 Associated Bank Authorization; and Resolution 2013-20 Associated Bank Signature Authorization. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.

F. River Glen Subdivision Developer Cash Donation. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Developer Cash Donation from River Glen subject to attorney approval. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

VII. Closed Session.

There was no motion to adjourn into closed session.

VIII. Commissioner Questions.

Commissioner Duffy had no questions or comments.

Commissioner Bridges had no questions or comments.

Commissioner Foley stated that she had met with a counselor from St. Martin DePorres High School who has signed a sign language club. The counselor is anxious to volunteer his services if needed. This will be discussed further at the senior staff meeting.

Commissioner Foley recommended reviewing the information on the swimming programs in the most recent weekly packet provided to the commissioners.

Commissioner Foley stated that some exercise equipment should be made available for the physically challenged patrons.

Mr. Trigg stated that he is looking into purchasing some equipment for Clearview Park.

Commissioner Sarocka complimented Commissioner Duffy on his suggestions concerning the aquatic center and thought that his comments on the accessibility and visibility of any new aquatic center were important considerations.

President Kilkelly reminded everyone of the Golf Advisory Committee meets on December 12 and that there will be a Committee of the Whole meeting on December 17, which will include a discussion of executive director evaluation.

IX. Adjournment.

Motion by Commissioner Bridges, seconded by Commissioner Foley, to adjourn. Motion carried unanimously. Meeting adjourned at 5:35 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith
Board Secretary