

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

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

**III. Consent Items**

- A. Minutes  
October 15, 2013 - Board of Commissioners Meeting  
October 22, 2013 - Special Board Meeting
- B. Bills
- C. Payroll
- D. Financial Statements

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

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

**IV. Public Portion**

No members of the public asked to address the Board.

**V. Progress Reports**

A. Executive Director. Greg Petry submitted a written report. He reviewed the Strategic Plan and discussed the plans for creating a park district foundation. Also included in Mr. Petry's report was a Resolution from the Addison Park District honoring the Waukegan Park District for receiving the National Gold Medal Award for Excellence in Parks and Recreation Management by the National Recreation and Park Association.

Teddy Anderson advised that she is working with Greg on a proposal for the Waukegan Park District Foundation and has been working with Charlene Holtz and Nicole Karas in setting up the goals for the foundation, articles of incorporation, and the by-laws for an Illinois not-for-profit corporation. The differences between Illinois not-for-profit and 501c(3) corporations were discussed.

Commissioner Foley wanted the video that was produced in 2012 made part of any program where the recognition is mentioned.

Commissioner Bridges stated that he approved of the list of suggestions for recognition put forth by staff.

Commissioner Duffy wanted any surviving leaders on the bond referendum from 1997 to be invited to the breakfast celebration.

Commissioner Foley indicated that she wanted all former commissioners or members of their families to be invited as well..

B. Attorney. Mr. Smith stated that he had attended, along with Mr. Petry, the IAPD legal symposium on November 7, 2013 and gained valuable information from the presentation.

At 4:37 p.m. Commissioner Sarocka arrived. **Motion by President Kilkelly, seconded by Commissioner Bridges to seat Commissioner Sarocka. Motion carried unanimously.**

C. IAPD/Legislation Update. Mr. Petry reported that the district is awaiting word on the PARC Grant Program. The grant program from the State will likely be announced and Waukegan may be eligible to apply for up to \$2M for a new aquatics center. Mr. Petry will keep the Board informed on this process.

D. Division Reports.

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

President Kilkelly discussed the need for 2-way radios and Mr. Glogovsky stated that he is working on this as part of the fiscal year 2015 budget.

D2. Cultural Arts. Claudia Freeman submitted her written report. She thanked President Kilkelly and Commissioner Foley for attending the Cultural Arts meeting.

Commissioner Foley suggested that Cultural Arts look into the possibility of purchasing tickets to art events on-line. Ms. Freeman explained that there are some problems with that relative to the software used by the Park District.

D3. Parks. Michael Trigg presented his written report.

President Kilkelly asked about the request to allow bicycles at the skate park.

Mr. Trigg advised that this has not been a good idea as at other park districts the pedals from the bikes create gouges in the concrete.

D4. Superintendent of Recreation. Jay Lerner submitted his written report. He advised the Turkey Trot was scheduled for Saturday, November 16 at 10:00 a.m.

## VI. Review, Discuss, Decide

### A. Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#M2 JB Schlsp)(16-11-11-583-9999)	589.00	
Recreation (02-24-11-473-9999)		589.00

Purpose. To offset scholarships for dance, theatre and music students participating in the Cultural Arts programming.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#M16 O'Dell)(16-11-11-583-9999)	171.00	
Recreation (02-24-11-473-9999)		171.00

Purpose: To offset scholarships for dance, theatre and music students participating in the Cultural Arts programming.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#M5 Parade)(16-11-11-583-9999)	1,469.00	
Recreation (02-13-13-473-9999)		1,469.00

Purpose: To offset supplies and services expenses for the 2013 American Independence Parade (\$1,129) and Festival (\$340)

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#M51 Rec Spons)(16-11-11-583-9999)	2,057.91	
Recreation (02-13-13-473-9999)		2,057.91

Purpose: To offset expenses for the Partnership Special Events.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#M51 Rec Spons)(16-11-11-583-9999)	2,274.10	
Recreation (02-13-13-473-9999)		2,274.10

Purpose: To offset expenses for the Children's Garden & Family Programs this summer

**Motion by Commissioner Sarocka, seconded by Commissioner Foley 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. Authorization to Accept Bids/Quotes.

➤ Parks

▪ Architectural & Engineering Services for Park Maintenance Building Exterior Wall Repair. **Motion by Commissioner Foley, seconded by Commissioner Bridges, to approve expenditures not to exceed \$39,250 for architectural and engineering services with Legat Architects. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

C. Policies for Review/Approval

▪ 2.05 Debt Management and Bond Policy. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve 2.05 Debt Management and Bond Policy, which is a new policy.** The Board discussed the ramifications of the recommendations. **Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

▪ 4.21 Employee Privileges for Activities/Programs and Facilities. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the amendments to 4.21 Employee Privileges for Activities/Programs and Facilities.**

Commissioner Duffy suggested changing the wording to state golf, food or beverage. **Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

▪ Commissioner Privileges or Activities/Programs and Facilities. **Motion by Commissioner Foley, seconded by Commissioner Bridges, to approve the amendments to the Commissioner Privileges or Activities/Programs and Facilities.**

Commissioner Duffy recommended the same changes to this policy as to the employee policy. **Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

- 4.13 Military Leave. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the amendments to 4.13 concerning military leave.**

Mr. Glogovsky stated that the amendments were at the suggestion of PDMRA.

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

D. 2013 Estimated Tax Levy. Mr. Glogovsky reviewed the current projections on the 2013 tax levy and advised that it will not exceed the 5% increase that would necessitate a truth in taxation hearing. The actual levy will be presented at the December meeting.

E. 2014 Board Meeting Schedule. **Motion by Commissioner Foley, seconded by Commissioner Bridges, to approve the proposed schedule for 2014 board meetings and advisory committees. Motion carried unanimously.**

F. Agreements - Cultural Arts

- License Agreement for 533 Grand Avenue between the Waukegan Park District and MaryFran Troha and Judith Tabachnick
- License Agreement for 39 Jack Benny Drive between the Waukegan Park District and Waukegan Harbor Citizens Advisory Group

**Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the license agreement for 533 Grand Avenue and the license agreement for 39 Jack Benny Drive. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

**VII. Closed Session.**

**Motion by Commissioner Sarocka, seconded by Commissioner Foley, to adjourn into closed session for purposes of discussing land acquisition pursuant to 5 ILCS 120/2(C)(5). Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.** Regular session adjourned at 5:30 p.m.

Following closed session, **motion by Commissioner Duffy, seconded by Commissioner Foley, to resume open session. Motion carried unanimously.** Open session resumed at 5:49 p.m.

**VIII. Commissioner Questions.**

President Kilkelly stated that she went to the Mundelein Park District and the Vernon Hills pumpkin tosses and thought that both were good events. She also toured the new Vernon Hills facility.

**IX. Adjournment.**

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

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith  
Board Secretary