

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

The Board of Commissioners of the Waukegan Park District met in a regular meeting on September 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, Foley, Sarocka, Bridges, and President Kilkelly.
Absent: None. Also present was Executive Director Greg Petry, Board Attorney/Secretary Charles Smith.

III. Consent Items

- A. Minutes
August 13, 2013 - Board of Commissioners Meeting
August 27, 2013 - Special Board Meeting
- B. Bills
- C. Payroll
- D. Financial Statements

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

IV. Public Portion

Jay Lerner introduced Holly Bengel who is serving an internship in Special Recreation between August 26 and November 29, 2013. Holly attended Central Michigan University where she majored in recreation, parks and leisure administration with a concentration in therapeutic recreation.

Mike Trigg introduced Tim Girmscheid who is the new Park Planner. Both Ms. Bengel and Mr. Girmscheid made short presentations to the Board concerning their backgrounds.

V. Progress Reports

A. Executive Director. Greg Petry submitted a written report. He stated that there is nothing new to report on the Strategic Plan.

Mr. Petry announced that there is a reception honoring former commissioner and current Mayor Wayne Motley on October 24, 2013 from 5:30 - 6:30 p.m. at Bonnie Brook.

B. Attorney. Mr. Smith stated that Lake County DOT is moving forward with the plans for the construction of the median on Sunset Avenue that will be maintained by the City of Waukegan and the Park District. The Board has previously approved the intergovernmental agreement and the County was to approve the agreement at its meeting on September 10 and the City is to approve it on September 16, 2013.

C. IAPD/Legislation Update. Mr. Petry reported that the Illinois Department of Natural Resources is attempting to raise money by suggesting a 1% application fee for any OSLAD and other grant applications. The IAPD is opposed to this fee as the application fee is non-refundable and if the Park District is not successful in achieving the grant, the application fee is forfeited.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report that included updates on tax revenue. He further reported that GolfVisions has hired Ralph Sabatini as the new food and beverage manager.

Commissioner Foley stated that she is familiar with Mr. Sabatini.

President Kilkelly asked if any press release is being prepared concerning the change.

Commissioner Duffy suggested that any press release should come from GolfVisions since they are running the food and beverage operation and not from the Waukegan Park District.

Commissioner Sarocka asked for examples of what items are contained in the monthly Golf Dashboard Report.

Mr. Glogovsky stated that it includes administrative costs and non-payroll items such as utilities.

Commissioner Sarocka requested that he be provided greater detail of the report at the next meeting.

Commissioner Duffy noted that there is an end of season meeting with GolfVisions in October and that all figures should be available at that time and figures should also be provided to the Golf Advisory Committee.

Mr. Glogovsky suggested that GolfVisions create a mid-year financial update and present it to the Board of Commissioners and Golf Advisory Committee.

D2. Cultural Arts. Claudia Freeman submitted her written report. She stated that the Park District has received an \$8,050 grant from the Illinois Arts Council. This is slightly less (\$450.00) than the previous year but reflects the fact that the entire Illinois Arts Council budget was reduced.

Commissioner Bridges made inquiry about the survey results from the Dandelion Wine Fine Arts Festival.

Ms. Freeman advised that some of the negative comments were from vendors who did not make enough revenue from the sale of their products. Overall, improvements have been made over past Festivals and each year it gets bigger and attracts more patrons.

D3. Parks. Michael Trigg presented his written report.

President Kilkelly inquired about the relocation of the cornerstone to Bowen Park.

Mr. Trigg advised that the monument had been in storage for some time and it has now been installed at Bowen Park.

D4. Superintendent of Recreation. Jay Lerner submitted his written report. He stated that the Labor Day weekend Croatian soccer tournament went extremely well. The Park District did allow the sale of alcohol and there were no problems associated with the sale of alcohol. Pursuant to the Park District's requirements, there was a fenced beer garden area and no alcohol was allowed outside of that area.

President Kilkelly asked if the liquor license for the event was issued to the Park District.

Mr. Lerner explained that the user is responsible for acquiring a temporary liquor license from the City of Waukegan and they must have their own dram insurance. Beer sales are not under the Park District's liquor license.

Commissioner Sarocka asked further questions concerning beer sales and Mr. Lerner explained that the beer sales were in a confined area and that there were no problems at the event.

Commissioner Duffy explained that he was at the event and that the beer garden was fenced off and those buying beer were not allowed to walk around with a beer in their hand.

Mr. Lerner further reported the finances from the soccer tournament were very positive.

Mr. Lerner advised that on September 12, 2013, the Waukegan Chamber of Commerce is hosting a business after hours event, from 5:00 - 7:30 p.m. at the Field House. Those attending are being urged to try out the various new equipment, including the rock climbing wall.

President Kilkelly asked about Zumba classes and whether staff has considered having the Zumba classes outside to attract attention.

Mr. Lerner stated that he would look into that possibility.

Commissioner Sarocka asked what the rentals are at the Field House since there are a high number of them.

Mr. Lerner explained that rooms are rented for birthday parties, professional organizations and athletic teams such as Net Force Volleyball. The room rentals help to defray costs at the Field House.

VI. Review, Discuss, Decide

A. Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Special Recreation (08-48-24-592-0052)	285.75	
Recreation (02-71-47-442-0100)		285.75

Purpose. A transfer for summer day camp supplies.

Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the interfund transfers as presented: Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Kilkelly. Nays: None. Not Voting: Bridges. Note: Commissioner Bridges left the room to answer a fire call at the time the motion was called. Motion carried unanimously.

B. 2013-2014 Salary Schedule Amendment. Motion by Commissioner Sarocka, seconded by Commissioner Foley, that FY2013-2014 Salary Schedule B, Grade IV, is updated to reflect a job title change to Graphics and Media Coordinator. Motion carried unanimously.

C. FY2012-2013 Audit and Independent Auditor's Report on Golf Operations. The commissioners reviewed the 2012-2013 Comprehensive Annual Financial Report prepared by Knutte & Associates. Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve the 2012-2013 Audit and Independent Auditor's Report as presented. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Kilkelly. Nays: None. Not Voting: Bridges. Note: Commissioner Bridges had

left the room to answer a fire call at the time the motion was approved. Motion carried unanimously.

D. Policy

■ Commissioner Travel Policy. The commissioners reviewed the proposed travel policy. President Kilkelly asked Attorney Smith to explain the reasons for the amendment.

Mr. Smith reviewed the recommendations of PDRMA's attorney, Steve Kleinman, and certain IRS regulations relative to reimbursement for travel. Mr. Smith stated that his biggest area of concern was allowing the use of rental cars by commissioners while attending Park District conferences and the liability should the commissioner use the car for other than Park District assigned purposes, i.e., visiting a museum or local sites where the conference is being held.

Commissioner Sarocka asked if the commissioners could give an individual guarantee indemnification to the Park District.

Mr. Smith expressed his opinion that in the event of a catastrophic accident, the individual guarantee indemnification by a commissioner may not be sufficient to cover the losses. For this reason it is thought best to not allow the rental of cars when commissioners are traveling.

All five commissioners expressed their opinions concerning this matter and asked Mr. Smith to redraft paragraph 7 of the Commissioner Travel Policy and to bring it back at the next board meeting.

Commissioner Foley explained that in her years on the school board, attending numerous conferences both in and out of state, members of the school board never rented a car at public expense.

Commissioner Duffy expressed his opinion that the commissioners receive \$71 per day for travel per diem and that if a commissioner wished to rent a car, the per diem should cover the cost of the car rental.

President Kilkelly stated that the policy seems to be based on advice from PDRMA's staff and the Board's attorney. It is appropriate but agreed to defer the matter to October.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to defer the Commissioner Travel Policy to the October Board meeting. Motion carried unanimously.

E. Permission to Accept Bids/Quotes

- Parks Division

➤ 2013 Jack Benny Center & Haines Museum Reroofing Project. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the low bid from All American Roofing, Lake Zurich IL, in the amount of \$81,000 for the Jack Benny Center roofing project, and to approve the bid of All American Roofing in the amount of \$96,000 for the Haines Museum roofing project, with the alternate deduction in the amount of \$6,400, bringing the total project cost for both the Benny Center and the Haines Museum roofing projects to \$170,600, and to reject the bid of Waukegan Roofing for the Haines Museum project as not being in compliance with bid specifications. Roll call to the motion: Ayes: Duffy, Foley, Sarocka, Bridges, Kilkelly. Nays: None. Absent: None. Motion carried unanimously.**

F. Audit Proposal Renewal. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the Audit Proposal Renewal for the District and GolfVisions audit services for three years and two years respectively conducted by Knutte & Associates. 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 enter into closed session.

VIII. Commissioner Questions.

Commissioner Duffy praised the work of staff on the opening of the dog park. It was regrettable that the weather did not cooperate.

He also stated that the Lake County Invitational Cross Country meet held at the SportsPark was a huge success and extremely well organized by the staff.

Commissioner Duffy also commented on the condition of the grass on the soccer fields, which he thought was outstanding.

He further applauded the Cultural Arts programs and the sampling done. It was all first class and commended Claudia Freeman and her staff on a job well done.

Commissioner Foley echoed Commissioner Duffy's comments on the dog park.

Commissioner Foley asked whether the Park District was participating in the SWALCO electronic recycling event this year as it did in 2012.

Mr. Trigg advised that they are, and that the date is set for October 26, 2013.

Commissioner Foley commented that she would like to see some changes in the set up at Woodard Park as the children have to walk too far to get to the play equipment.

Commissioner Sarocka welcomed Jay Lerner and congratulated him on his new appointment as Director of Recreation and thought his first report was excellent.

President Kilkelly stated that she also thought the Arts Council event was wonderful.

Mr. Petry requested a change of the Committee of the Whole meeting. The commissioners agreed to meet on Tuesday, October 1 at 4:30 p.m.

Mr. Petry also advised that the Baseball in Waukegan exposition will be held on today, September 10 at 7:00 at Glen Flora Country Club.

Mr. Petry notified the Board of the City of Waukegan's proposal for three new TIF districts in the downtown and lakefront areas.

Mr. Smith gave a brief summary of how the TIF districts will affect the Park District.

IX. Adjournment.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to adjourn. Motion carried unanimously. Meeting adjourned at 5:45 p.m.

Attendance recorded per policy. All commissioners were present.

Respectfully submitted,

Charles W. Smith
Board Secretary