

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
August 10, 2010**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on August 10, 2010 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 3:00 p.m. by President Motley who directed a call of the roll.

II. Roll Call

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

III. Consent Items

- A. Minutes
July 12, 2010 (Board of Commissioners Meeting)
July 26, 2010 (Committee of the Whole Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements

Motion by Commissioner Foley, seconded by Commissioner Durkin, to approve the Consent Items and to pay the bills as presented. Roll call to the motion: Ayes: Durkin, Duffy, Foley, Sarocka, Motley. Nays: None. Absent: None. Motion carried unanimously.

IV. Public Portion

No members of the public asked to address the Board.

Alicia Mentell introduced Maria Larson, Special Recreation Supervisor, who introduced three of the five athletes who represented the Waukegan Park District Special Recreation at the state-wide finals, held recently in Springfield. The bocce team finished fourth and there was a second place finish in women's singles. There was also a first place finish in the 100 meter dash and a third place finish in the 200 meter dash. The athletes were congratulated and their photo was taken with President Motley.

Ms. Mentell also mentioned that the *News Hound* is a publication put together by the Special Recreation participants. Any Board member who wants to know how the Special Rec participants feel on an issue can submit a question for their response.

V. Progress Reports

A. Executive Director

Greg Petry presented a written report and orally reported that construction on the Sports Park is progressing and that he authorized overtime on Saturday 7, 2010 to finish the work crossing Beach Road. All curbs and concrete pads are in.

Mr. Petry then discussed various change orders relative to the sports complex and stated that additional changes orders will be presented at the September meeting. He will be working with the construction supervisors to review the change orders tendered this past week.

Mr. Petry stated that the work is getting down to the final details and that there is approximately one month of work left before the complex is completed. The grass and turf are growing in well and should be in good shape in the spring.

Mr. Petry asked the Board to provide him with any nominations for community volunteer awards. He also stated that the filing period for the open seat on the Park Board for the spring election will be between September 15 and December 13, 2010, and a press release is being prepared.

Commissioner Duffy asked Mr. Petry about the Lake County Forest Preserve's intention to build a golf course at Fort Sheridan. Mr. Petry advised that those park districts close to Fort Sheridan are opposed to an additional golf course, but that residents are demanding that the course be built in accordance with the terms of the deed by which the Town of Fort Sheridan was created. The Forest Preserve District has very little legal alternative to fulfilling the obligations established by the deed to build a golf course. It is well known that the course will cost a great deal of money to build and operate.

Mr. Petry advised that he had a site tour with PDRMA representatives of the Waukegan beach and that a thorough report will be forthcoming from PDRMA concerning the risks associated with operating a recreational facility at the lakefront.

B. Attorney

Board Attorney Charles Smith advised that he is awaiting a response from Steve Martin, attorney for Mr. and Mrs. Vakili, concerning the possibility of their property being acquired as part of a settlement of the suit over the ravine.

Mr. Smith advised that he is working with Tanya Brady concerning certain restitution issues and coordinating on the State's Attorney's prosecutions that the Park District is kept advised of any prosecutions for vandalism and that appropriate requests for restitution are made.

C. IAPD/Legislation Update

Mr. Petry reported that there is very little going on with the legislation at this time. He has met with newly appointed State Representative Rita Mayfield, as well as had a meeting with State Representative Carol Sente.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented a written report. Commissioner Foley asked about notations in the report concerning people

selling food in the parks. Mr. Glogovsky stated that this issue has been resolved. Commissioner Foley also had questions about certain documentations in personnel files. Mr. Glogovsky stated that the greater detail is part of the Park District's attempt to maintain certification as a distinguished agency.

Commissioner Duffy questioned the recent reduction in the amount of real estate taxes received. Mr. Glogovsky reported that overall for the year, the Park District's revenue from real estate taxes is slightly ahead of the preceding year.

D2. Cultural Arts. Claudia Freeman presented a written report. Commissioner Durkin had a question about the Blues concert. Ms. Freeman stated that this particular production was extremely well attended.

D3. Parks. Michael Trigg presented his written report and orally reported that the bid opening for the Roosevelt Park Phase III improvements is scheduled for August 19. Mr. Trigg is requesting a special meeting following the Committee of the Whole meeting on August 23, 2010 to award the contracts to complete the work on the Boardwalk by October 15, 2010.

President Motley asked whether the Park District had any additional costs associated with the Church of Joy's festival at King Park. Mr. Trigg responded that the only additional expense was related to clean up following the festival.

Commissioner Sarocka asked if a marker could be installed at the 11th hole at Bonnie Brook water hazard as to the distance from the drop area.

Commissioner Sarocka asked about Bedrosian Park and the completion of the work. Mr. Trigg advised that Stuckey Construction asserts that they have completed the punch list and that there is a construction meeting scheduled to review the punch list with Park staff.

Commissioner Foley raised questions about missing swings for small children at Upton Park. Mr. Trigg advised that they were replaced the week of August 2, 2010.

Commissioner Foley had questions about the sandbox at Victory Park, which has been reported to be very dirty. Mr. Trigg stated that he will have the sandbox inspected.

Commissioner Foley raised questions as to the area at the southeast corner of Belvidere and McAllister, across from Roosevelt Park, whether this property is large enough for an expanded parking area for Roosevelt Park. Mr. Petry stated that he does not think that additional parking is needed, but stated that staff will look into this matter.

Commissioner Duffy made inquiry about a permanent bathroom at Bedrosian Park. Mr. Trigg stated that it physically can be done but he would need to look into the costs and how much money remains after the renovations to the park.

D4. Recreation. Alicia Mentell presented a written report and advised the Board that the Park District's lifeguards had participated in lifeguard games on August 7, 2010, and finished in second place to the Gurnee Park District. The

Waukegan Park District lifeguards have steadily improved in this annual competition over the last several years under the leadership of Michael Wirsing.

VII. Review, Discuss, Decide

A. Authorization to Accept Bids/Quotes.

SportsPark, Change Orders 072, 073. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve Change Order 072 of Pieper Electric. in the amount of \$5,140 to furnish and install a Cutler Hammer Power Zone module due to transformer not fitting and providing required clearances with the added booster pump and spray pad equipment and to approve Change Order 073 of Pieper Electric in the amount of \$4,697 to trench across Beach Road to furnish and install two 4” Schedule 40 PVC conduits for AT&T phone service to the maintenance building. Roll call to the motion: Ayes: Durkin, Duffy, Foley, Sarocka, Motley. Nays: None. Absent: None. Motion carried unanimously.**

B. Interfund Transfers

<u>Fund</u>	<u>From</u>	<u>To</u>
Special Recreation (08-48-24-583-9999)	\$66.00	
Recreation (02-24-86-473-9999)		\$66.00

Purpose: Summer Day Camp Supplies.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial Endowment #43 (08-48-24-583-9999)	\$66.00	
Recreation (02-24-92-473-9999)		\$66.00

Purpose: Sports and Fitness Scholarships.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial Endowment Fund #25 (16-11-11-583-9999)	\$3,681.00	
Recreation (02-26-51-473-9999)		\$2,601.00
Recreation (02-26-62-473-9999)		\$1,080.00

Purpose: Partners in Parks expenses transfer.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial Endowment Fund #6 (08-48-24-583-9999)	\$632.00	
Recreation (02-3-13-473-9999)		\$632.00

Purpose: To offset costs of the Fishing Derby through previous sponsorships.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial Endowment Fund #51 (08-48-24-583-9999)	\$3,500.00	
Recreation (02-97-24-473-9999)		\$3,500.00

Purpose: Sponsorship dollars from North Shore Gas and IAPD (Power Play Grant) to be used for the "We Can" program at the Belvidere Explores and Bowen Rangers summer camps.

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

C. Fiscal Year 2009-10 Draft Audit Report

Jim Glogovsky presented the draft audit from Knutte & Associates, which the Board reviewed and noted the fact that all of the established accounting procedures are being followed. The staff has done an outstanding job of complying with the regulations concerning audits and this has led to the Park District maintaining a high rating concerning bonds should the Park District need to borrow money. The final audit will be presented for approval at the September 14, 2010 meeting.

D. Executor Director Time Tracking

Jim Glogovsky presented a request that the executor director be exempt from time tracking due to his regularly exceeding, by a substantial amount, a 40 hour work week. This would relieve the staff of additional accounting duties. **Motion by Commissioner Sarocka, seconded by Commissioner Duffy, to approve the exemption of the executive director from Park District time tracking requirements. Motion carried unanimously.**

E. Safety Manual Review and Approval

Tanya Brady reviewed with the Board the safety training manual that she developed for the Park District. Ms. Brady reviewed many of the significant safety programs and explained how every employee is trained on the safety issues so as to minimize losses and workman compensation claims. The Board reviewed, discussed and approved the handbook. **Motion by Commissioner Foley, seconded by Commissioner Foley, to approve the exemption of the executive director from Park District time tracking requirements. Motion carried unanimously.**

F. Review and Approval of Ordinance Regulating Use of Parks and Facilities

Mr. Petry and Mr. Trigg presented a review of the ordinances of the Park District and discussed some potential changes concerning the ordinances with the board. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve an ordinance regulating the use of park and property owned or controlled by the Park District. Roll call to the motion: Ayes: Duffy, Durkin, Foley, Sarocka, Motley. Nays: None. Absent: None. Motion carried unanimously.**

G. Policy #4.35 – Wellness – Review and Approval. The board reviewed and discussed the Wellness Policy. **Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve the addition of Policy #4.35, Wellness, to the Park District Administrative Operations and Personnel policy manual. Motion carried unanimously.**

H. Policy #2.08 – Donations, Gifts and Bequests – Review and Approval. The board reviewed and discussed the new Donations, Gifts and Bequests Policy. The new policy memorializes past practices.

Motion by Commissioner Sarocka, seconded by Commissioner Foley, to approve addition of Policy #2.08 to the Park District Administrative Operations and Personnel policy manual. Motion carried unanimously.

I. Strategic Plan Draft

Mr. Petry provided the Board with a final draft of the Strategic Plan of the work compiled by Pros Consulting LLC. Mr. Petry advised that a final draft of the Strategic Plan should be ready for Board approval at the September 14, 2010 meeting. The board reviewed and discussed elements of the plan.

J. Religious Service Request

Motion by Commissioner Sarocka, seconded by Commissioner Durkin, to approve the request of St. John's United Church of Christ for use of the large shelter at Hinkston Park on August 29, 2010 for a combined worship service with First Congregational United Church of Christ. Motion carried unanimously.

K. Advisory Board Member Confirmations and Appointments

Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the appointments to the Cultural Arts Advisory Committee, the Golf Advisory Committee, the Recreation Program Advisory Committee, and the Special Recreation Program Advisory Committee. Motion carried unanimously.

Motion by Commissioner Foley, seconded by Commissioner Durkin, to approve the new appointments of Sharon Hoyle-Yap and Juan Moran, Jr. to the Recreation Program Advisory Committee. Motion carried unanimously.

VII. Closed Session

No motion was made to adjourn into executive session.

VIII. Questions from Commissioners.

There were no comments from the Commissioners.

IX. Adjournment

Motion by Commissioner Durkin, seconded by Commissioner Duffy to adjourn regular session. Motion carried unanimously. Meeting adjourned at 4:20 p.m.

Respectfully submitted,

Charles W. Smith
Secretary