

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
October 6, 2009**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on October 6, 2009 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 3:45 p.m. by President Durkin who directed a call of the roll.

II. Roll Call

Present: Commissioners Motley, Sarocka, Foley, and President Durkin. Absent: Commissioner Duffy. Also present was, Board Attorney Charles Smith and Ron Laubach, Acting City Engineer for City of Waukegan.

III. Consent Items

- A. Minutes
September 8, 2009 (Board of Commissioner Meeting)
September 28, 2009 (Special Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements

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

IV. Public Portion

No members of the public asked to address the Board.

Mike Steele was introduced as the new Director of Food and Beverage at Bonnie Brook Clubhouse. Mr. Steele has over 30 years of experience in the restaurant business, being the owner and manager of Pepe's Restaurant in Waukegan.

VI. Progress Reports

A. Executive Director

Alicia Mentell presented a written report acting in the stead of Greg Petry. There were no questions on the written report.

Sports Complex – Mike Trigg presented an update as to the construction of the sports complex and advised that a construction meeting is scheduled for October 7, 2009. Further updates will be sent to the Board. Mr. Trigg reported that the championship synthetic field is nearly ready for stone; the lights should be installed soon; sanitary is being directionally drilled and the line is approximately at Beach Park Road; curb stone and binder should be ready shortly; CommEd is at the site doing their

work; Fields 10 and 11 are ready for seed and Fields 13 and 14 need irrigation, and activity is ongoing on a daily basis.

Commissioner Sarocka asked how long the construction activity will continue before being halted by the weather and Mr. Trigg advised that construction would probably continue until December.

Commissioner Sarocka asked for a tour of the facility and Commissioner Foley said that she would like a tour, as well. Mr. Trigg will attempt to arrange a mutually convenient time for a tour.

President Durkin asked about the outfield fencing and if there will be portable fencing. Mr. Trigg advised that there is an exterior fence for the property, but there will be portable fences for youth and girl's softball.

Community Service Awards - The Board reviewed the list of community service awards being recommended. Ms. Mentell asked the Board if they had any other nominees. Commissioner Sarocka suggested adding the names of people who have been active in the soccer program and Commissioner Motley advised that he will give Teddy Anderson the names of three individuals who should be recognized for their long standing commitment to youth soccer in Waukegan.

At 3:55 p.m. Commissioner Duffy arrived. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to seat Commissioner Duffy. Motion carried unanimously.**

Ms. Mentell reviewed with the Board Scott Nadeau's request for a special leave to participate in a Rotary Group exchange to Brazil. In keeping with past practices, two weeks paid leave is being approved by the department heads. Ms. Mentell advised that Greg Petry was aware of Mr. Nadeau's request and had approved.

B. Attorney

Board Attorney Charles Smith reported that the Vakili lawsuit has been continued to November 19, 2009 and he will have a further update on this matter after November 19.

Mr. Smith advised that he has been working with Tanya Brady concerning the security agreement between the Park District and the City of Waukegan and it should be ready for the Board's approval at its November meeting.

Mr. Smith advised that he had talked with the State Liquor Commission and that the Park District is required to purchase a liquor license from the City of Waukegan and that a request has been made for an application.

Finally, Mr. Smith advised that he had met with Mr. Trigg concerning the possible donation of approximately 4.6 acres by Waukegan Tire to the Waukegan Park District. This matter will be taken up later in the agenda.

C. IAPD/Legislation Update – No update was provided.

D. Division Reports.

D1. Finance & Administration – Jim Glogovsky presented a written report, including financials. Mr. Glogovsky advised that Char Piquette's retirement party was held on September 24, 2009 and that she expressed her heartfelt thanks to the Board for the wonderful retirement party.

Commissioner Sarocka questioned Mr. Glogovsky concerning declining property values and how this might affect the revenue for the Park District. Mr. Glogovsky advised that he had spoken with Pat Morris, the Township assessor, who said that the Park District can expect approximately 3.5% to 4% in downtrend in assessed valuation.

▪Recent Legislation Affecting Park Districts – Mr. Glogovsky and Mr. Smith reviewed with the Board the update on recent legislative enactments provided to the Board by Charlene Holtz. The Commissioners did not have any questions concerning the legislative enactments.

D2. Cultural Arts. Claudia Freeman presented a written report and advised that she is meeting on October 15, 2009 with Dave Woodhouse regarding renovations to Lilac Cottage.

D3. Parks. Michael Trigg submitted a written report to the Board. Commissioner Foley asked about the progress on the Jack Benny Center and Mr. Trigg reported that a meeting with the contractor is scheduled the week of October 12 and that he would know better after that meeting when the work will be completed.

Commissioner Duffy asked about missing sinks and toilets at the Skate Park. Mr. Trigg advised that no vandals have been caught. He also advised that some construction equipment had been stolen from the Sports Complex site in spite of security and the material being well secured.

D4. Recreation. Alicia Mentell presented a written report and updated the Board on the death of Jay and Sara Lerner's young daughter who died this past week at Children's Memorial in Milwaukee. A memorial service is scheduled for the end of the week and that the child will be buried in Ohio. Mr. Lerner intends to return to work on October 9, and he has been advised of his rights under the Family Leave Act under the Park District's Bereavement policy to take other time if he so chooses. Ms. Mentell advises that Mr. Lerner wants to return to work on October 9.

Ms. Mentell advised that Child Safety Day is October 7, 2009 from 2:00 – 4:00 p.m.

Ms. Mentell advised that the Polar Bear Plunge is in financial jeopardy due to the City of Waukegan withdrawing its financial support. The City has issued a call for volunteers and that if a sufficient number of volunteers do step forward, that this event will take place on January 1, 2010.

▪A report of the American Independence festivities was included in the Board packet and Ms. Mentell orally reported that there should be sufficient funding for a similar celebration in 2010, but beyond that there will not be sufficient funds available for the type of parade that the Park District has always put on. It is hoped that

the economic recession will improve to the point that there will be funds available for a parade in 2011.

VII. Review, Discuss, Decide

A. Authorization to Accept Bids/Quotes

► Parks Department

•Ganster Pool Improvements – Mr. Trigg reviewed with the Board the bids on the Ganster Pool project. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the low bid of Stuckey Construction Co., Inc. in the amount of \$21,540 for the Virginia Graham Baker improvements.** Discussion on the motion: Commissioner Foley commented upon the range with the number of bids received and whether Stuckey would be able to do the work for the quoted price. Mr. Trigg responded that Stuckey has extensive experience in pool repairs and that they have done previous work for the Park District and felt that their bid was solid. Following the discussion: **Roll call to the motion: Ayes: Duffy, Motley, Sarocka, Foley, Durkin. Nays: None. Motion carried unanimously.**

•Lilac Cottage Sanitary Sewer – **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the low bid of Mancini Brothers, Inc. in the amount of \$19,500 for the Lilac Cottage sanitary sewer replacement.** Discussion on the motion: Mr. Trigg noted the high number of bidders for this project and that it again reflected the fact that with the current economic condition there are numerous bidders for projects and that the Park District is receiving very competitive bids. Following the discussion: **Roll call to the motion: Ayes: Duffy, Motley, Sarocka, Foley, Durkin. Nays: None. Motion carried unanimously.**

B. Interfund Transfers –

<u>Fund</u>	<u>From</u>	<u>To</u>
Recreation (021313-4910422)	\$6,000.00	
Memorial/Endowment (M50)		\$6,000.00

Purpose: Halloweenfest; correcting a deposit error

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment (M5)	\$21,180.00	
Recreation (021313-47390999)		\$21,180.00

Purpose: American Independence Parade (\$16,430) and American Independence Festival (\$4,750)

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment (M43)	\$1,773.75	
Recreation (029778-4730999)		\$1,773.75

Purpose: Scholarships for 10 participants

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment (M43) Recreation (029781-4739999)	\$472.00	\$472.00

Purpose: Scholarship for 1 participant

<u>Fund</u>	<u>From</u>	<u>To</u>
Special Recreation (084824-5920052) Recreation (022486-4910907)	\$42.00	\$42.00

Purpose: Summer Camp supplies

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment (M51) Recreation (029781-5920656)	\$1,458.94	\$1,458.94

Purpose: Purchased camping equipment from sponsorship monies provided by Midwest Generation

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment (M51) Recreation (024888-5920488)	\$46.48	\$46.48

Purpose: Items purchased for the Family Canoe trip participants and was charged to the Misc. Special Interest Supplies account. The expense is sponsored by Midwest Generation.

<u>Fund</u>	<u>From</u>	<u>To</u>
Special Recreation (08424-5920052) Recreation (027147-4420100)	\$193.50	\$193.50

Purpose: Swim fees applied for Day Camp participants.

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

C. Sports Complex

•Change Order Proposal - **Motion by Commissioner Sarocka, seconded by Commissioner Motley, to approve Change Orders 018, 019, 020R, 021, and 022 as presented.** Discussion on the motion: Mr. Trigg explained each change order and that they are still all within budget as the change orders are accounted for in the contingency funding for the project. Commissioner Duffy asked that the commissioners be emailed a summary of the amount of money spent out of the contingency fund as budgeted and Mr. Trigg said that he would send that out. Following the discussion: **Roll call to the motion: Ayes: Duffy, Motley, Sarocka, Foley, Durkin. Nays: None. Motion carried unanimously.**

D. FY 2008/09 Audit

Mr. Glogovsky presented the annual Financial Report for year ending April 30, 2009 prepared by Knutte & Associates, P.C. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to approve the audit and file it as required by state statute. Roll call to the motion: Ayes: Duffy, Motley, Sarocka, Foley, Durkin. Nays: None. Motion carried unanimously.**

E. Washington Street Property Donation

Mr. Trigg advised that the Park District has been approached with an offer from Waukegan Tire to donate 4.2 acres of land adjacent to the Waukegan Tire property off of Washington Street for wetland detention and a walking trail. Mr. Trigg explained that the Park District has been approached by the City of Waukegan as part of a joint effort by the City of Waukegan, City of Park City, Village of Gurnee, Stormwater Management Commissioner (SMC), Lake County Department of Transportation (LCDOT) and the East Skokie Drainage District to improve drainage along Washington Street west of Green Bay Road before Route 41. Mr. Trigg stated that he had met with Board Attorney Charles Smith and Acting City Engineer Ron Laubach to review this proposed donation. While the Park District would receive the land at no cost, the Park District would be responsible for the maintenance and Mr. Trigg secured a letter from Vince Mosca and David Cassin of Hey and Associates regarding the potential maintenance costs. In the first three years, the estimated cost of maintenance would be approximately \$7,000 per year and the maintenance costs could range between \$5,000 and \$20,000. Long term maintenance was estimated to be approximately \$2,500 per year.

John Moore, former City Engineer, addressed the Board and stated that the stakeholders in this project were seeking an EPA319 Grant for restoration of the area and that the 4.2 acres is within the boundaries of the Waukegan Park District, but not within the boundaries of the City of Waukegan. He said that the area could be used for a walking trail with an exercise path.

Commissioner Duffy asked Mr. Moore what if any soil conditions existed and was the Park District assuming any risk for potentially contaminated soil. Mr. Laubach stated that soil borings had been taken by STS Consulting and that the only high level of unusual substance in the soil was salt, which is probably a run off from the IDOT salt storage building located west of the property.

Mr. Moore also advised the Board that the City of Waukegan would be picking up the maintenance costs of the area for the first five years.

Mr. Trigg explained that he had looked at this area in relation to the Park District's Master Plan along with Attorney Smith. When asked by the Board what the pros and cons of this donation would be, Mr. Trigg advised that the area is within the Central Planning Area of the Park Master Plan and that there is a need of approximately five acres of land for parks in that area. Although it does meet that criteria Mr. Trigg pointed out that the area is not large enough to build a park and that the real use of the property would be for stormwater detention, which is not a park activity. The only park activity that could really fit on this parcel would be a walking trail and that the area is not wide enough for a bike trail. It was also pointed out that the trail would not currently connect to anything.

Commissioner Sarocka asked about potential problems with mosquitoes and the abatement and Mr. Laubach said that Clark would spray for mosquitoes. The Board was advised that the City of Waukegan would not annex the property and that although the City would be responsible for maintenance for the first five years, thereafter it would be the Park District's responsibility. He also pointed out that if the Waukegan Park District does not accept the land, he would approach the Gurnee Park District, which is planning a part facility slightly to the north of the location and it is possible to connect the trail if Gurnee were to accept the donation.

Following discussion, **Motion by Commissioner Motley, seconded by Commissioner Duffy, to decline the offered donation of 4.2 acres of land from Waukegan Tire as not fitting the Park District's needs for a park. Roll call to the motion: Ayes: Motley, Sarocka, Duffy. Nays: Foley, Durkin. Motion to decline the offer was approved.**

F. BE Well Lake County Diabetes Program

The Board reviewed the BE Well Lake County Letter of Understanding between the Lake County Health Department and Community Health Center (LCHD/CHC) and the Park District to help combat the problem of Diabetes. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve the Letter of Understanding for the BE Well Lake County Diabetes Program. Motion carried unanimously.**

VII. Closed Session

The Board did not adjourn into Closed Session

VIII Questions from Commissioners

Commissioner Motley had no comments.

Commissioner Foley had no comments.

Commissioner Sarocka congratulated the Bonnie Brook staff for a very successful golf season and all the improvements made following the closure of Orchard Hills. Commissioner Sarocka also welcomed Mike Steele to the team and felt that he would be a great addition to improving food and beverage service at Bonnie Brook.

Commissioner Duffy encouraged all to participate in the fundraising activities for the Robinson Memorial Fund, which will provide additional services for golf instruction in the form of videos and an indoor practice facility.

President Durkin also welcomed Mr. Steele. He expressed his disappointment in the staff failing to advise him and the commissioners about personnel changes at Bonnie Brook.

Commissioner Sarocka explained that the employee who had left had been seeking a full time position instead of her part time position and Mr. Glogovsky stated that the employee in question was not fired, but it was a mutual decision for her to leave the Park District because of her inability to obtain a full time position.

IX. Adjournment

Motion by Commissioner Duffy, seconded by Commissioner Motley, to adjourn. Motion carried unanimously. Meeting adjourned at 5:07 p.m.

Respectfully submitted,

Charles W. Smith
Secretary