

**Minutes of the Waukegan Park District  
Special Meeting of the Board of Commissioners  
Recreation Program Advisory Committee  
November 14, 2012**

The Board of Commissioners of the Waukegan Park District met in a special meeting on November 1 at the Belvidere Recreation Center, 412 South Lewis Avenue, Waukegan, Illinois.

**I. Call to Order**

The meeting was called to order at 7:05 pm by Greg Petry, Executive Director, who directed a call of the roll.

**II. Roll Call**

Present: None. Absent: President Bill Sarocka, Commissioners Terry Duffy, Pat Foley, Janet Kilkelly, and Wayne Motley. Petry noted that since there was not a quorum this was not an official meeting.

Also, present were Recreation Program Advisory Committee members Peggi Braden, Caryn Clothier, Jerry Holisky, Diane Kajfez, Dulce Ortiz, Odie Pahl, Mercedes Rivera, and Della Steele. Staff present included Greg Petry, Alicia A. Mentell, Jay Lerner, Jennifer Dumas, and Mike Mayfield.

**III. Review, Discuss, Decide**

**A. Youth Affiliate Groups**

Jay Lerner, Manager of Sports and Fitness, shared with the committee what affiliate groups are and the requirements for becoming an affiliate. He also shared what some of the benefits are of being an affiliate as well which include the use of Park District facilities and resources.

Lerner gave an update on the five affiliate groups. He reported that the Waukegan Youth Football Association (WYFA) is doing well and with the registration fee being lowered and adding the younger age division the league has more than 300 children. The group plays home games at the Waukegan SportsPark and Weiss Field.

Lerner noted that the Waukegan Association for Youth Soccer (WAYS) program has more than 1,200 children in it and has grown from one of the smallest affiliate groups to the largest over the past 10 years. The group plays year round with the May-September games being played at the Waukegan SportsPark.

Lerner reported Waukegan BMX is doing well. The race track has become one of the better tracks in the Midwest with the improvements made to it by the Park District and the BMX group. The group hosts a big regional event each year and holds races every Saturday during the summer months.

Lerner reported that the Waukegan Youth Baseball Association (WYBA) is doing all right. Participation numbers have dropped significantly over the past ten years which is a result of demographic change to the community and the increased interest in the travel program. The WYBA recently elected a new president which should help as should the additional efforts being made to increase participation. Errick Beverly is going to work closer with the group to increase participation.

Lerner commented that there were not enough girls in 2012 for the Waukegan Girls Softball Association (WGSA) program to be implemented. The new leadership group was not successful in recruiting a sufficient number of players, but even with that the group had experienced a significant drop off in the number of players over the past several years. Due to the league not running this past season, the Park District will be offering a free skills and drills camp in November and will be offering a camp from January – April and a league in May.

Lerner reported the Park District intends to take a more active role in affiliate groups by providing more oversight, attending meetings regularly, and partnering together to better both the affiliate groups and the Park District

## B. Recreation Program Plan

Jennifer Dumas, Recreation Supervisor for Adult and Family Programs, presented information about the Recreation Program Plan, explaining the purpose and objectives of the plan. She noted that it was a mandatory requirement to be nationally accredited by CAPRA. Jen highlighted several initiatives that were under taken in developing the plan and have now been completed or were currently being implemented.

Dumas reviewed several of the plans matrixes and reports. These included the Program Service Delivery by Age matrix, which indicated what programs were offered for different age group. She also went over the Program Objectives/Evaluation Form, which identified the objectives for each individual program and provided an evaluation as to whether or not the objectives were met. Statistical information is also collected through this form.

Dumas presented the Assessment of Underserved Population Matrix. This identified the major barriers to participation, such as age, ability level, cultural background, economics, and geographic location and what strategies were implemented to overcome those barriers.

Also, reviewed was the Existing Recreation Centers matrix, discount and coupon opportunities within the Recreation Department, comment cards and the listing of Goals and Initiatives in support of the Waukegan Park District's Strategic Plan.

## C. Community Assessment Surveys

Mike Mayfield, Recreation Supervisor for Youth Programs and Services, presented a power point presentation highlighting the results of the Community Assessment Survey.

This survey was distributed this past summer by email to participants who had shared their email address with the park district. A total of 434 people completed the survey.

Survey respondents were asked what type of recreational programs or activities they participated in and which ones they felt were most important for the park district to provide. The top three responses were programs for youth and teens that are safe and fun, programs that encourage people to be healthy and stay in shape, and programs that are accessible and affordable for people with limited recreational opportunities.

Survey respondents were asked which population groups they felt were most important for the park district to serve. The top three were adults ages 18-54, youth ages 5-12, and teens ages 13-17.

Respondents were also asked what activities were most important for the park district to provide. Top programs included youth team sports leagues, swim lessons, special events, summer day camps, youth before and after school care, early childhood programs, adults group exercise and fitness workouts, teen after school programs, and CPR/First Aid/Safety programs.

Survey respondents were asked how they heard about programs that the park district offered. The top three options chosen were the seasonal program activity guide/brochure, park district website, and direct home mail. When asked how they would hear about park district programs, the top three choices were the park district website, email/list serve, and seasonal program activity guide/brochure.

Overall survey respondents felt that the park district did a good job overall of providing the programs and services deemed important by the members of the community. Some provided additional comments regarding the park district as a whole and specific programs, facilities, and services.

#### D. Golf Management

Greg Petry, Executive Director, provided an overview of the changes in golf management. He stated that golf had been losing money steadily over the past few years so a study was initiated to determine what option to take regarding future management of the golf.

The park district has contracted out to a management firm who will manage both golf facilities. The process included a Request for Qualification being out first and then a Request for Proposal to those firms that met the qualifications. Three companies were interviewed. These included GolfVisions, Billy Casper, and Kemperr. A rating system was used and everyone was evaluated equally and fairly.

The price was good with GolfVisions and the park district is currently working out the three year contract. Two specifications the golfers wanted included were to keep current key staff and keep grounds in the same condition as they are now.

#### E. Other

Petry announced that the Waukegan Park District was only the fourth park and recreation agency in Illinois to receive national accreditation from the Commission of Accreditation of Parks and Recreation Agencies. The park district is also one of four finalists in its population category for the Gold Medal, a national award through NRPA.

Petry mentioned that the Board of Commissioners had discussed the current status of the Northern Lake County Family YMCA and was waiting for the organization to decide what it was going to do. Vista Health made an offer, but there are problems with the facility and due diligence needs to be done. The building is believed to be located on contaminated property as it was the site of a paint factory. Researching old records confirmed this. There might be something in the future for the park district in relation to the building such as leasing it, but the park district would not take it over and run it as a YMCA.

#### **IV. Closed Session**

There was no closed session.

#### **V. Adjournment**

Respectfully submitted,

Alicia A. Mentell  
Superintendent of Recreation