

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
December 9, 2008**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on December 9, 2008 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 Wayne Motley who directed a call of the roll.

II. Roll Call

Present: Commissioners Duffy, Sarocka, and Motley. Absent were Commissioners Durkin and Foley. Also present was Executive Director Greg Petry and Board Attorney Charles Smith, and Waukegan Township Assessor Pat Morris. Board Secretary, Charles Smith announced that Commissioner Bill Durkin had contacted Mr. Petry more than four hours in advance of the meeting and advised that due to a pending snow emergency which required him to work, he would be unable to be physically present at the meeting, but was requesting to participate remotely. **Motion by Commissioner Sarocka, seconded by Commissioner Duffy, to allow Commissioner Durkin to participate remotely in accordance with the requirements of the Illinois Open Meetings Act and the ordinances of the Waukegan Park District. Roll call to the motion: Ayes: Duffy, Sarocka and Motley. Nays: None. Motion carried unanimously.**

III. Public Portion

Public Hearing: Fiscal Year 2007-2008 Truth in Taxation Hearing. Notice having been published in the Lake County News-Sun on November 28, 2008 regarding the tax levy hearing.

Park District Finance Director, Steve Warneke, addressed the Board concerning the proposed levy and advised that this levy amounted to an estimate of the funds that would be available for Park District purposes in the coming year. He noted that the audit account was slightly increased due to increased costs charged by the Park District's auditors, that the paving and lighting had been increased due to anticipated greater needs for paving and lighting, that the Police Fund needed to be increased because of the increased cost for security services, and that the largest increase would be for the IMRF pension contributions. Mr. Warneke noted that on November 7, 2008, IMRF had sent out a notice indicating that the contributions would be in excess of 16%, nearly double the previous year's rate. He also noted the insurance fund will increase due to market increases and substantial increases in both health insurance and property and casualty coverage. Finally, Mr. Warneke noted that the Park District needed to make up for the loss of nearly \$218,000 of revenue that the Park District previously received from the off-track betting facility that has been redirected by the Governor.

Members of the public addressed the Board concerning the tax levies. Linda Ryckman stated that she opposes any increase in taxes and suggested that in light of the economic conditions that the Park District look at transferring funds from the general corporate fund to pay for the increases that are needed in other areas.

James Sroka addressed the Board and stated that he was opposed to any increases in taxes.

Mr. Petry advised that the increase in the levy was not attributable to the sports complex being constructed at Orchard Hills and the 1997 referendum provides the funds for capital improvements.

Pat Morris, Waukegan Township Assessor, explained the role of the Assessor. He stated that the Assessor's job is to spread the tax increases imposed by the various taxing bodies among the taxpayers within the township. He went on to explain that state law provides 30 days for landowners to file objections to an assessment if they feel that value of property has been unfairly assessed by the Assessor. He went on to explain that the assessment process is based on the prior three year's market values and that there will probably be a 3-4% increase in assessed valuation based on the prior three years, but in the coming year he expects a 0% increase, so in the future there may even be decreases in assessed valuation. Finally, he pointed out that the Park District is only 6.4% of Waukegan Township residents' tax bill. Following Mr. Morris's remarks, the Truth in Taxation Hearing was closed.

IV. Public Portion

Linda Ryckman addressed the board renewing her objection to the sports complex, and specifically addressed environmental issues that she believes need further attention. She drew a comparison to problems with the Timber Hills Golf Course and felt that there should be further testing done for pesticides before the Board proceeds with the sports complex. She asked the Board to put the sports complex on hold until additional testing could be done.

V. Consent Items

- A. Minutes
November 4, 2008 (Board of Commissioners)
November 13, 2008 (Special Meeting – noon)
November 13, 2008 (Special Meeting – Golf Advisory Committee)
- B. Bills
- C. Payroll
- D. Financial Statements

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

VI. Progress Reports

- A. Executive Director

Mr. Petry presented a written progress report and also drew the Commissioner's attention to the Illinois Association of Park District flier which had been placed in their materials advising Commissioners how to do an effective job of serving on a park board. Mr. Petry also pointed out that the Illinois Association of Park District meeting will be in January and encouraged the Commissioners to attend.

Land/Cash donations – Mr. Petry recorded that there has been very little activity in the area of Land/Cash donations. He continues to work with the developer along River Road for donations as well as Banner Construction.

Sports Complex – Mr. Petry advised that he had his weekly meeting with the construction team and schematic design for the Sports Complex is coming together. He has spoken with representatives from both the Village of Wadsworth and the Village of Beach Park about incorporating a rural or rustic design to the complex.

B. Attorney

Mr. Smith reported that the lawsuit concerning the Vakili property has been continued to January 23, 2009 for a pre-trial date and that he is working on the agreement with Robert Morris College concerning the sports complex.

C. IAPD/Legislation Update

President Motley reported that there is no legislative update at this time.

D. Division Reports.

D1. Superintendent of Finance & Administration. Steve Warneke submitted a written report and orally reported to the Board that he had on December 8, 2008, received a replacement check in the amount of approximately \$50,000 down from a \$74,000 check received the same period in 2007.

Commissioner Sarocka inquired of Mr. Warneke the number of full-time employees in the Park District and was advised that there are 61 full-time employees. Commissioner Sarocka stated that he felt the amount paid by the Park District for health insurance benefits was high based on the number of employees and suggested reviewing this more thoroughly.

Commissioner Duffy commented that he appreciated the material contained in the Board packets concerning involvement of area hotels and events at Hinkston Park and commended the staff for doing a good job.

D2. Cultural Arts. Claudia Freeman presented a written report and advised the Board of family events which are scheduled for this coming week at Bowen Park.

D3. Parks. Michael Trigg presented his written report and announced that the Park District had received the honor award presented by the American Society of Landscape Architects for the work at Bowen Park and that the Hitchcock design had been similarly honored.

D4. Recreation. Alicia Mentell presented her written report and announced that the 2009 LERN International Award for Excellence in Marketing had been presented to the Waukegan Park District. She specifically praised Laura Pendergrass for her contribution to the Park District receiving this prestigious award. The award was presented to Ms. Pendergrass by Board President Wayne Motley.

Commissioner Sarocka inquired as to the number of full-time, paid memberships at the Field House and was advised that the number was currently at 1,107.

V. Review, Discuss, Decide

Commissioner Durkin joined the meeting by remote participation at this point.

A. Authorization to Accept Bids/Quotes

Parks Division

Bonnie Brook Clubhouse elevator installation. **Motion by Commissioner Sarocka, seconded by Commissioner Durkin, to approve the bid of Thyssenkiupp Elevator of Westchester, Illinois in the amount of \$66,900 for the elevator for the Glen Flora clubhouse renovation. Roll call to the motion: Ayes: Durkin, Motley, Sarocka. Nays: Duffy. Motion carried.**

Golf course pesticides. **Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to approve the quote of Conserv FS of Wauconda for pesticides for the golf course in the amount of \$11,887.55. Roll call to the motion: Ayes: Duffy, Durkin, Motley, Sarocka. Nays: None. Motion carried unanimously.**

Phase 1 of the Sports Complex

Motion by Commissioner Durkin, seconded by Commissioner Duffy, to approve bids for Phase I of the outdoor sports complex: (1) Boller Construction, \$17,125.00 for temporary construction entrances; (2) Bid of DK Contractors, \$39,260.00 for tree transplanting; and (3) Bid of Homer Tree, \$18,500.00 for tree removal, all being the low bids submitted. Roll call to the motion: Ayes: Duffy, Durkin, Motley, Sarocka. Nays: None. Motion carried unanimously.

B. Interfund Transfers. Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to approve the interfund transfers as follows:

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate	500,000.00	
Capital Projects		500,000.00

Purpose: 2008-2009 Capital projects

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate	96,473.00	
Museum		96,473.00

Purpose: Fiscal Year 2008-2009 Funding Per Budget

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/endowment	102.00	
Recreation		102.00

Purpose: Jr. Bulldogs Basketball Scholarships

Roll call to the motion: Ayes: Durkin, Duffy, Sarocka, Motley. Nays: None. Motion carried unanimously.

C. Investment Advisory Agreement – **Motion by Duffy, seconded by Sarocka to approve the Investment Advisory Agreement between the Waukegan Park District and PFM Asset Management. Roll call to the motion: Ayes: Durkin, Duffy, Sarocka, Motley. Nays: None. Motion carried unanimously.**

D. Messiah Memo – Claudia Freeman reported to the Board concerning the lack of ticket sales for the Do-it-Yourself Messiah and recommended to the Board that it cancel the contract with the Genesse Theatre for the Messiah scheduled for December 20, 2008. The Genesse Theatre had indicated that they might be able to apply the \$1,500 payment made by the Park District to some future event. **Motion by Commissioner Duffy, seconded by Sarocka to approve the cancellation of all agreements for the 2008 Do-It-Yourself Messiah. Roll call to the motion: Ayes: Durkin, Duffy, Sarocka, Motley. Nays: None. Motion carried unanimously.**

E. 2008-2013 Parks and Open Space Master Plan – Mike Trigg presented to the Board the 2008-2013 Parks and Open Space Master Plan. This document had previously been reviewed by the Board in draft form. **Motion by Commissioner Durkin, seconded by Commissioner Sarocka, to approve the final 2008-2013 Parks and Open Space Master Plan. Roll call to the motion: Ayes: Durkin, Duffy, Sarocka, Motley. Nays: None. Motion carried unanimously.**

F. Request from the Historical Society - Sarah Griffin addressed the Board on behalf of the Historical Society and advised that the Historical Society is seeking grants for the Waukegan History Museum, and that Joan Callahan had been looking for progress on this project. Mrs. Callahan has made a generous donation to the Park District for this purpose. Mr. Petry advised the Board that the staff was looking for approval to retain AT Group, Inc. for architectural services and soil borings for the proposed addition to the Waukegan History Museum. **Motion by Commissioner Sarocka, seconded by Commissioner Duffy to approve the agreement between the Waukegan Park District and AT Group, Inc. for project management services for the predevelopment phase of the Waukegan Historical Museum addition at an hourly rate of \$125 with a budget not to exceed \$9,000, and to further authorize the staff to expend an amount not to exceed \$2,000 with STS for soil borings necessary to determine if the soils are capable of supporting the addition. Roll call to the motion: Ayes: Duffy, Durkin, Motley, Sarocka. Nays: None. Motion carried unanimously.**

G. IEPA Section 319 Funding – Mike Trigg advised the Commissioners that the Park District received a grant from the State of Illinois Environmental Protection Agency Bureau of Water for the Waukegan River Restoration Project in the amount of \$54,000. **Motion by Commissioner Duffy, seconded by Commissioner Sarocka to approve the financial assistance agreement number 3190425 between the State of Illinois EPA and the Waukegan Park District. Roll call to the motion: Ayes: Duffy, Durkin, Motley, Sarocka. Nays: None. Motion carried unanimously.**

H. Fiscal Year 2008-2009 Midyear Report – Mid-year financials were presented by Steve Warneke, to the Board which reviewed same and placed on file.

I. Fiscal Year 2008-2009 Tax Levy Ordinance #08-09. **Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to approve Ordinance 08-09, tax levy for an assessment of taxes for the Waukegan Park District for 2008 and to direct the Finance Director to file same with the County prior to the fourth**

Tuesday of December. Roll call to the motion: Ayes: Duffy, Durkin, Motley. Nays: Sarocka. Motion carried.

J. Wednesday Night Dinners During Construction - Staff reviewed with the Commissioners the Wednesday night dinners at Bonnie Brook, and the staff reported that it would be very difficult to comply with health standards and still serve dinners during the construction period. The staff was therefore recommending that they suspend the Wednesday night dinners until the construction of Bonnie Brook Clubhouse is completed.

K. Golf Fees - Tim Govern presented the Board with recommendations concerning the fees for golf rates for the 2009 season to contain a small increase of \$1 per round and similar small increases for passes. There was no increase for golf carts. **Motion by Commissioner Duffy, seconded by Commissioner Durkin, to approve the golf fees for 2009 as presented. Roll call to the motion: Ayes: Duffy, Durkin, Motley, Sarocka. Nays: None. Motion carried unanimously.**

L. Special Use of Employee Sick Leave – The Board reviewed the request of Armando Garcia and Marcelo Mendiola that they be allowed to use accumulated sick time while the Bonnie Brook Clubhouse renovations are ongoing. President Motley expressed his concern that this would be setting a bad precedent to allow employees to use sick time for other than an illness. Discussion was had as to whether this would set a precedent that would allow other uses by employees of sick time when they were not ill. The staffs counter agreement was to view the time accumulated as unused benefit time the employees have earned regardless as to how it is classified. Board Attorney Charles Smith advised the Board that while this would be a precedent, the Board retained the ability to consider this on an individual case-by-case basis and that the essential policy of only allowing the use of sick time at a time when an employee was ill would not be changed. This would be an exception and Mr. Smith further noted that the exception is being created as a result not of any conduct of the employee but because the Park District has shut down the Bonnie Brook Clubhouse while this restoration project goes forward. **Motion by Commissioner Durkin, seconded by Commissioner Duffy, to approve the request of Armando Garcia to utilize 232 hours of accumulated sick time between January 2, 2009 and March 16, 2009, and the request of Marcelo Mendiola to use 304 hours of sick time between January 2, 2009 and May 1, 2009. Roll call to the motion. Ayes: Duffy, Durkin, Motley, Sarocka. Nays: None. Motion carried unanimously.**

M. Architectural Services Terms & Contract for the Outdoor Community Sports Complex – This matter is deferred until the January, 2009 meeting.

N. Commissioner Awards – Mr. Petry, advised the Commissioners that at the annual dinner in January there will be a Commissioner's Award and an Employee of the Year Award, and Commissioners should contact him with any suggestions for the recipients of the Commissioner's Award.

O. December 22, 2008 Committee of the Whole Meeting Agenda: Review and Discuss Robert Morris College Letter of Intent & Pending Contract Terms for Non-Exclusive Use of the Outdoor Sports Complex Facilities – This matter will be discussed at the December 22, 2008 Whole Meeting.

P. Policy Amendments – Policy Amendments concerning Purchasing were deferred until the January meeting.

VIII. Questions from Commissioners

Commissioner Motley advised that he has written a letter to the Editor of the Lake County News-Sun concerning the Orchard Hills Complex and its conversion to the Outdoor Sports Complex.

IX. Adjournment

Motion by Commissioner Duffy, seconded by Durkin, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:00 p.m.

Respectfully submitted,

Charles W. Smith
Secretary