

**Minutes of the Waukegan Park District  
Meeting of the Board of Commissioners  
March 9, 2010**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on March 9, 2010 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, Duffy, Foley, Durkin. Absent: None. Commissioner Sarocka was on vacation but he participated remotely via speakerphone, although he did not vote. Also present were Board Attorney Charles Smith, Barbara Heller of Pros Consulting, and Andy Dogan of PHN.

**III. Consent Items**

- A. Minutes  
January 25, 2010 (Committee of the Whole Meeting)  
February 9, 2010 (Board of Commissioner Meeting)  
February 22, 2010 (Committee of the Whole Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements

**Motion by Commissioner Motley, seconded by Commissioner Foley, to allow Commissioner Sarocka to participate remotely. Motion carried unanimously.**

**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, Duffy, Foley, Durkin. Nays: None. Absent: None. Not voting: Sarocka. Motion carried unanimously.**

**IV. Public Portion**

A. Illinois Park Recreation Association representative Mike Selep made two presentations to the Waukegan Park District. He first presented the Special Events Award for the Park District's work on the Polar Plunge and noted not only did this benefit the Waukegan Park District, but it was worthy of an award from IPRA because of its involvement in other community agencies in this event. The award was presented to President Durkin who acknowledged his appreciation to IPRA.

The second award presented was the Showcase Award, for which the Park District received a third place award at the recent Illinois Park Recreation Association annual convention.

Teddy Anderson and Mike Pavelich were recognized for their efforts in coming up with the agency's Showcase Award and their success in their presentation. The award was acknowledged by President Durkin, Teddy Anderson, and Mike Pavelich.

## **VI. Progress Reports**

### **A. Executive Director**

Greg Petry presented a written report and orally reported that the sports complex is still slowed by the winter weather, but all interior work is being performed.

Mr. Petry and his staff are working on a pro forma for the operation of the facility and projection on fees.

Commissioner Motley advised that the Illinois Soccer Association has stated an eagerness to rent fields. Mr. Petry said until his staff can get together and analyze the demand within the community, the Park District cannot make a commitment towards outside rentals.

Discussion was held concerning the use of neighborhood parks and fields for soccer activities once the sports complex is open. The commissioners pointed out that the idea of building the sports complex was to get some of the noisier game activities out of the neighborhoods and that is still the desire of the Park District. Much of the soccer games have been played on the school district's grounds, over which the Park District had no control.

Mr. Petry advised that April 8, 2010 is the first meeting for the strategic plan and so far 96 people have been invited to attend. April 26 will be the Committee of the Whole and a board workshop with Barbara Heller, of Pros Consulting, for work on the strategic plan. Ms. Heller made a presentation as to what she and her organization will do and working with the public and with the board in formulating the strategic plan.

### **B. Attorney**

Board Attorney Charles Smith advised that the case of the Waukegan Park District v. Mr. and Mrs. Vakili is set for status on March 23, 2010 before Judge Hoffman. Attorney Smith advised that the report from Hey & Associates indicates that the cost to repair the ravine will be very expensive and Mr. & Mrs. Vakili have no money with which to pay any damages. He has volunteered to do the work, but that is not considered to be a very viable option.

Attorney Smith also reported that he is cooperating with the State's Attorney's office in providing Park District witnesses on a vandalism case and that the Park District has also had subpoenaed in a case where a receipt was issued from the Hinkston Park facility that the State will use to identify ownership of weapons.

C. IAPD/Legislation Update – Mr. Petry advised that the word from Springfield is that there will be little money available for grants in the coming year and that there is no realistic hope that the off-track betting funds will be returned to Waukegan, which will impact the Park District's ability to fund the Historical preservation building.

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented a written report and orally reported that Waukegan Township Assessor Pat Morris advises that the EAV's will be approximately 4.5% lower this year and his projection for the next two years will be 12-15% lower due to the bad economy.

D2. Cultural Arts. Claudia Freeman presented a written report. Commissioner Foley commented that the Women and Shakespeare program presented at Bowen Park the past weekend was outstanding. She only wished that more residents of the Park District would have attended.

Ms. Freeman reported that there would be no conflict between the Fishing Derby and the Dandelion Wine Festival this year.

D3. Parks. Michael Trigg presented his written report. There were no questions from the Board.

D4. Recreation. A written report was submitted for Alicia Mentell.

**VII. Review, Discuss, Decide**

A. Authorization to Accept Bids/Quotes.

**Contractual Custodial Services Motion by Commissioner Motley, seconded by Commissioner Foley, to approve the contract with Tenacious Cleaning Services, Inc. for custodial services at the Rose Administration Center, Belvidere Recreation Center and Ganster Pool Bathhouse in the amount of \$23,909.08 for the period of May 1, 2010 and ending April 30, 2011. Roll call to the motion: Ayes: Motley, Duffy, Foley, Durkin. Nays: None. Absent: None. Not voting: Sarocka. Motion carried unanimously.**

**Recycling & Solid Waste Collection/Disposal. Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve the low bid for a two-year agreement, from May 1, 2010 and ending April 30, 2012, with Veolia Environmental Services for recycling and solid waste collection/disposal services in the amount of \$9,989. Roll call to the motion: Ayes: Motley, Duffy, Foley, Durkin. Nays: None. Absent: None. Not voting: Sarocka. Motion carried unanimously.**

**Bedrosian Playground Installation. Motion by Commissioner Foley, seconded by Commissioner Motley, to approve the low bid for a contract with Stuckey Construction for playground equipment installation at Bedrosian Park in the amount of \$19,682. Roll call to the motion: Ayes: Motley, Duffy, Foley, Durkin. Nays: None. Absent: None. Not voting: Sarocka. Motion carried unanimously.**

**Bowen Park Ravine Restoration Grant. Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve authorizing Mike Trigg to pursue available US Fish and Wildlife Services Funding for Bowen Park. Motion carried unanimously.**

SportsPark Logo. The Commissioners reviewed several logo designs created by staff for the SportsPark. Mr. Trigg and Mr. Pavelich made note of the comments and will submit a further design at the April meeting.

Change Order Proposal 44R. Andy Dogan of PHN Architects reviewed with the Board proposed Change Order 44R and how it had been redrafted to reduce the amount of the change from \$26,000 to \$11,103 by reducing the number of electrical outlets and service charges. **Motion by Commissioner Motley, seconded by Commissioner Duffy, to approve Change Order 44R in the amount of \$11,103 with W.B. Olson for changes to the concession building at the SportsPark. Roll call to the motion: Ayes: Motley, Duffy, Foley, Durkin. Nays: None. Absent: None. Not voting: Sarocka. Motion carried unanimously.**

Change Order Proposal 051. **Motion by Commissioner Duffy, seconded by Commissioner Motley, to approve Change Order 051 in the amount of \$217 for snow guards for the maintenance building and the deletion of snow guards from the concession building. Roll call to the motion: Ayes: Motley, Duffy, Foley, Durkin. Nays: None. Absent: None. Not voting: Sarocka. Motion carried unanimously.**

Change Order Proposal 052. **Motion by Commissioner Motley, seconded by Commissioner Foley, to approve Change Order 052 for the toilet buildings in order to comply with the city code requirements. Total of the change order for all buildings is \$95,857. Roll call to the motion: Ayes: Motley, Duffy, Foley, Durkin. Nays: None. Absent: None. Not voting: Sarocka. Motion carried unanimously.**

B. Agreements

IPRA Go Program. **Motion by Commissioner Motley, seconded by Commissioner Duffy, to approve Waukegan Park District's participation in the IPRA Go Program. Motion carried unanimously.**

C. Interfund Transfers –

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment (M52)	\$808.76	
Recreation (02-26-51-601-1500)		\$ 808.76

Purpose: To pay for \$609.76 + \$199.00 in Howie Robinson Learning Center for room renovations and a plaque.

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment (M43)	\$ 34.00	
Recreation (02-46-92-473-9999)		\$ 34.00

Purpose: To reimburse Jr. Bulldog Scholarships.

<u>Fund</u>	<u>From</u>	<u>To</u>
Recreation (02-48-88-592-0488)	\$ 40.70	
Memorial/Endowment (M51)		\$ 40.70

Purpose: To correct a transfer amount that was in error. Returning funds that were going to be used for the Family Halloween Dance for future use.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-111-583-9999)	\$100,000.00	
Museum (10-11-11-473-9999)		\$100,000.00

Purpose: Transfer according to budget plan to cover expenses.

<u>Fund</u>	<u>From</u>	<u>To</u>
Working Cash (11-11-111-583-9999)	\$11,468.00	
Corporate (01-11-11-473-9999)		\$11,468.00

Purpose: Transfer of interest according to budget plan.

<u>Fund</u>	<u>From</u>	<u>To</u>
Debt Service (17-11-111-473-9999)	\$540,000.00	
Capital Projects (30-11-11-473-9999)		\$540,000.00

Purpose: Transferring funds back that were used short term to pay debt service.

<u>Fund</u>	<u>From</u>	<u>To</u>
Debt Service (17-11-11-473-9999)	\$815,000.00	
Corporate (01-11-11-583-9999)		\$815,000.00

Purpose: Transferring funds back that were used short term to pay debt service

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment (M42)	\$ 312.00	
Special Recreation (08-48-66-473-9999)		\$ 312.00

Purpose: Participants received scholarships to offset program fees for the Independent Leisure Skills

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endowment (M25)	\$ 3,145.00	
Recreation (02-26-51-473-9999)		\$ 936.00
Recreation (02-26-62-473-9999)		\$ 2,209.00

Purpose: Partners in Parks golf outing expenses.

<u>Fund</u>	<u>From</u>	<u>To</u>
Corporate (01-11-111-583-9999)	\$3,500,000.00	
Capital Projects (30-11-11-473-9999)		\$3,500,000.00

Purpose: Partial transfer according to budget

<u>Fund</u>	<u>From</u>	<u>To</u>
Recreation (02-13-13-583-9999)	\$ 4,267.70	
Memorial/Endowment (M42)		\$ 4,267.70

Purpose: Transfer net proceeds from the Polar Bear Plunge for future special recreation scholarships and athletic needs.

**Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve the interfund transfer as presented. Roll call to the motion: Ayes: Motley, Duffy, Foley, Durkin. Nays: None. Absent: None. Not voting: Sarocka. Motion carried unanimously.**

D. American Independence Festivities

**Motion by Commissioner Foley, seconded by Commissioner Motley, to approve the following individuals as part of the American Independence Festivities Committee: Ana Albarran, Commander Gabe Guzman, Cheryl Graham-Ptasienski, Teresa Hansen, Sgt. Anthony Joseph, Kelly Link, Della Steele, and Sharon Yap, and approve the recommendation of Ed Link as Grand Marshall for the parade. Motion carried unanimously.**

E. Policies

**Abolish Policy 3.11-Golf Division Fees. Motion by Commissioner Foley, seconded by Commissioner Motley, to amend the policies of the Waukegan Park District to eliminate Policy 3.11, Golf Division Fees in its entirety. Motion carried unanimously.**

**Amend Policy 4.04-Introductory Period for Full Time Employees/Credit for Part Time Service. Motion by Commissioner Duffy, seconded by Commissioner Foley, to amend the policies of the Waukegan Park District to amend Policy 4.04, Introductory Period for Full Time Employees/Credit for Part Time Service, by deleting paragraph 2: "Any seasonal or part time employee appointed to full-time status may be credited with up to a maximum of one hundred (100) days service, which must be continuous and immediately prior to appointment." Motion carried unanimously.**

VII. Closed Session

**Motion by Commissioner Motley, seconded by Commissioner Duffy, to adjourn into closed session to discuss personnel, 5 ILCS 120/2(C)(1) and 5 ILCS 120/2(C)(5) to discuss the purchase or lease of real estate. Motion made at 5:10 p.m. Roll call to the motion: Ayes: Motley, Duffy, Foley, Durkin. Nays: None. Absent: None. Not voting: Sarocka. Motion carried unanimously.**

**Following closed session, Motion by Commissioner Duffy, seconded by Commissioner Motley, to adjourn closed session and return to regular session at 5:36 p.m. Roll call to the motion: Ayes: Motley, Duffy, Foley, Durkin. Nays: None. Absent: None. Not voting: Sarocka. Motion carried unanimously.**

**VIII. Questions from Commissioners.**

There were no questions from the Commissioners.

**IX. Adjournment**

**Motion by Commissioner Motley, seconded by Commissioner Duffy to adjourn regular session. Motion carried unanimously. Meeting adjourned at 5:37 p.m.**

Respectfully submitted,

Charles W. Smith  
Secretary