

MINUTES OF A SPECIAL MEETING
BOARD OF PARK COMMISSIONERS
WAUKEGAN PARK DISTRICT
Administration Center
2000 Belvidere Road
Waukegan, Illinois
May 24, 2016

I. CALL TO ORDER

President George Bridges called the meeting to order at 4:00 p.m.

II. ROLL CALL OF COMMISSIONERS

COMMISSIONERS PRESENT

President George Bridges
Vice President Janet Kilkelly
Marc Jones
William Sarocka

COMMISSIONERS ABSENT

Treasurer Patricia Foley

STAFF PRESENT:

Executive Director Greg Petry
Superintendent of Recreation Jay Lerner, and Community Relations Manager Teddy Anderson,
Errick Beverly, Scott MacLean, Kari Robinson and Julie Schneider.

III. DISCUSSION

- A. Authorization to Receive Bids/Quotes for the Field House Booster Pump was presented.

Greg Petry advised the Board that ever since the Field House was constructed there have been problems with the water pressure. Mr. Petry further stated that he asked the fire department to conduct a pressure test at that facility to determine if there was a problem. He said their findings made it clear that the Field House needs to install a booster pump. He estimated that the project would cost more than \$20,000, necessitating the need to seek bids.

Commissioner Sarocka inquired if we were getting a booster pump with the new aquatic center. Mr. Petry stated that the low pressure at the Field House was a completely different problem not related to the new pool.

Commissioner Kilkelly asked if the booster pump would benefit the overall function of the Field House and, if funds had been earmarked in the budget for such an item. Mr. Petry informed the Board that no funds had been earmarked for a pump in the aquatic project. He said the pump would be covered in the contingency portion of the CIP budget.

Commissioner Jones asked for clarification as to the amount of the project and wanted to know what type of pump would cost approximately \$20,000. Mr. Petry simply stated that the type of pump needed to rectify the problem was expensive and that the cost would also include installation.

President Bridges informed the Board he sent an officer from the Fire Department to the Field House to check the water pressure and he was advised of the low water pressure and the possible need for a booster pump. He went on to say that his department is now concerned with the cause of the low water pressure in that area because of the risk his firemen may face should there be a fire in that area.

Motion by Commissioner Kilkelly, seconded by Commissioner Sarocka to authorize the bidding process for a booster pump, and its installation at the Field House. On the voice vote, the vote was as follows:

AYE: Kilkelly, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Foley

Motion carried.

B. Hiring Policy Implementation Update.

Mr. Petry advised the Board that he had reached out to Illinois Association of Park Districts (IAPD) in an effort to get some assistance in determining exactly how the Waukegan Park District compares to other park districts in hiring residents. He presented a pie chart which showed that Waukegan fares very well in hiring its residents and, in fact the District exceeded most benchmarks. Mr. Petry stated the number of Waukegan residents being hired is ever-increasing, and with recent efforts by staff he believes that number will continue to grow.

Mr. Petry provided the Board with an update on his and Senior Staffs' hiring efforts: Flyers were posted to indicate what job opportunities are available with Stuckey Construction for the aquatic center project; summer lifeguard positions; and flyers for summer youth employment green team. Also, an all-encompassing job opportunity flyer was distributed in the District, as well as job fairs ads and banners and the placement of a free job ad with Goolpe. Mr. Petry then asked members of his staff to give a brief review of their individual efforts.

Scott MacLean gave a thumbnail review of the hiring process that he has been utilizing. He advised the Board that during his 21 years of employment with the Park District he has always tried to focus on Waukegan residents when making hiring decisions. Mr. MacLean discussed his frustrations in dealing with and reviewing the numerous applications submitted to him for review. He discussed the myriad of problems he encounters: candidates who applied that he cannot contact; applicants who do not qualify for the position for which they are applying for (e.g. those that do not have a driver's license or in some situations they have a serious felony criminal conviction); and applicants who are offered the job but later test positive for an illegal

substance. Mr. MacLean stated in spite of all of those difficult situations he is still able to hire enough individuals for his program; however, while not all of them are Waukegan residents, he continues to put the emphasis on hiring Waukegan residents.

He further advised the Board that he has seven more positions to hire and the 14 summer youth positions as well.

Commissioner Jones advised Mr. MacLean that he did not want the recent hiring policy to impact the overall performance and functionality of the park district. He stated that he wanted the policy change because he wanted the Park District to hire Waukegan residents, but not to the detriment of the Waukegan Park District.

Commissioner Kilkelly voiced her concerns with the vetting process being used to hire individuals. She questioned the practicality of allowing each department to handle the vetting process, from start to finish, when a HR person or HR department would be better suited for the hiring task. Mr. Petry stated due to the Park District's budget situation they did not allocate money for an HR position. He went on to say that in light of the fact the Park District was growing that an HR position would be something the Board should consider in the future.

Commissioner Jones stated to Mr. Petry that he was surprised they didn't already have an HR position, in light of the extensive process involved in hiring.

Commissioner Sarocka asked if it was possible to draft the applications in a way to ask whether the applicant has a driver's license. Mr. Petry advised Commissioner Sarocka that the current application does inform the applicant of the minimum qualifications, which includes the requirement of having a driver's license for certain positions.

Kari Robinson advised the Board that in a number of cases the applicants simply don't read the application or they just outright lie when they complete it because they want a job. She gave the example where the application will clearly state that for a particular position a high school diploma is required and yet freshmen and sophomores will still apply for the job.

Commissioner Bridges inquired as to whether the new hiring policy (emphasis on hiring Waukegan residents) was creating the difficulty discussed by Mr. MacLean (Having no driver's license and or felony conviction) or were they experiencing the same problems with nonresidents. Mr. MacLean stated the difficulty was across the board. Mr. MacLean reminded the Board that everything he was doing to fill the seasonal positions would have to be repeated again in September of this year, because of the employment restrictions on those positions. Mr. Petry then explained, that seasonal employees' hours must be kept below 1000 hours and that they cannot be allowed to work more than two consecutive quarters, or it would significantly alter the benefits we offer them.

Errick Beverly and Kari Robinson both echoed what Scott MacLean had stated about the difficulty in screening applicants: The number of man hours required to review each application; applicants who are not qualified; and applicants who cannot swim. They also have the same problem with applicants not answering their phones and not having voicemails or emails.

Kari Robinson then explained to the Board the difficulty in hiring personnel for Special Recreation. She advised the Board that her department requires personnel with deep compassion and immense patience. She has reached out to the various special education teachers in the area schools, and families that have members with special needs and yet she still hasn't filled all of her positions in Special Recreation. She told the Board that because of the difficulty in filling positions in Special Recreation, she is unable to limit her new hires to Waukegan residents. Ms. Robinson informed the Board that if she is unable to fill all of her open positions it would require her to reduce the incoming program by approximately seven (7) participants.

Commissioner Jones stated that seven vacancies was substantial and he wanted to know what strategy she had in place to address this problem. He further stated he didn't want the hiring policy to be the stumbling block for filling vacant positions in Special Recreation. Ms. Robinson advised the Board that she would not allow the hiring policy to prevent her from filling those positions because when necessary, she will seek out nonresidents for employment.

Commissioner Kilkelly told Mr. Petry rather than looking at a HR position down the line that he should probably advance it so he could put one in place now, in light of the hiring difficulties discussed and enormous amount of time expended in hiring seasonal and full-time employees. Mr. Petry then advised the Board that he has made note of the Board's concerns and he will discuss this issue with Mr. Glogovsky when he returns.

President Bridges agreed that the HR position should be addressed in the future. Commissioner Jones stated that the Park District must do whatever it takes to make sure no child is left waiting to get into Special Recreation.

Superintendent of Finance, James Glogovsky submitted a written report on the new hiring policy. In his conclusions, he noted the following issues: "Lack of experience, poorly written resumes, cover letters and applications, poor Prevue test scores, and a lack of attention to detail, which is needed for this position."

C. Review and Approval of Intergovernmental Agreement between the Waukegan Park District and Waukegan Consolidated School District #60

Mr. Petry advised the Board that the School District had directed Tom Morris to meet with Mr. Petry to try and hammer out an intergovernmental agreement between the Waukegan School District and the Waukegan Park District.

Mr. Petry explained they discussed several different options, from a lease to a licensing agreement, and ultimately agreed on an intergovernmental agreement because it was the cleanest proposal. Mr. Petry told the Board that Mr. Morris was able to sell the school Board on the agreement by pointing out that the Park District had consistently over the years provided more services than they used from the School District and that initial equitable distribution between the two agencies was designed to address past inequities.

Mr. Petry advised the Board he submitted the Intergovernmental Agreement (IGA) to Attorney Bridges who reviewed the agreement and made several important comments. He told the Board that the IGA was a 20 year agreement and that the School District had agreed to give the Park District \$210,000 upfront followed by \$50,000 for each of the next five (5) years.

Attorney Bridges advised the Board of the comments and concerns he had with respect to the IGA. He first informed the Board that the IGA was a 20 year term agreement and as originally drafted, it had no early termination provision. In other words, neither Party to the IGA would have the ability to get out of the contract without there being a material breach. He advised the Board the agreement called for the School District to make an initial payment of \$210,000, and \$50,000 thereafter for the next 5 years, for a total of \$460,000. After the fifth year, there would be no additional payments (other than for agreed on incidentals) from the School District for the remainder of the contract. Attorney Bridges told the Board the initial \$210,000 payment was being paid to address previous imbalances between the contracting Parties. He went on to tell the Board one of his concerns had to deal with the fact that the IGA was vague and nebulous as to when, and what services and facilities of the Park District would be in play. He told the Board the IGA essentially provided that the Park District maintain first priority with respect to its own particular set of services and the same applied to the School District; however, with respect to unscheduled events, the School District would have priority over third parties.

Mr. Petry then assured the Board that the Park District and the School District had maintained an excellent working relationship through their previous IGA and he had no concerns that the new IGA would be problematic with respect to scheduling.

Attorney Bridges then advised the Board that another area of concern was the indemnification clause or hold harmless agreements. However, because the contract was fully negotiated, it was a take it or leave it agreement and would remain a part of the IGA. He told the Board that he was able to add language to allow the indemnification clause to survive the termination of the IGA.

Attorney Bridges further stated before he knew the negotiating on the agreement was closed (Mr. Petry informed me that negotiations were just about finalized), he attempted to insert language to give either side an opportunity to terminate the contract after seven years or by mutual agreement of the Parties. He advised the Board the seven year proposal was rejected and the ability to mutually terminate the agreement was added. He also told the Board he wanted to make sure they understood that the IGA would require Park District Staff and staff at the School District to work together, not only annually, but during the various periods spelled out in the IGA to schedule usage of each respective facility.

Commissioner Sarocka asked Attorney Bridges if the school Board decided to terminate the agreement after one year, would they be entitled to one 20th of the return of the \$460,000 they agreed to pay. Attorney Bridges responded and advised Commissioner Sarocka the initial \$210,000 that will be paid to the Park District, upon the execution of the agreement, was being paid to address the previous imbalance due to the School District usage level and that this payment was offered in full settlement of any claims related to the past use by the School District. Furthermore, if the School District terminated the agreement after one year, they simply

would not have to pay the additional \$50,000 for these subsequent years. The School District would not be entitled to recoup the \$210,000 in light of this contract.

Commissioner Jones commented that he was happy to see the liaison language inserted in the contract and his only concern was having them meet just once a year. He questioned if that was a sufficient amount of time to meet and discuss issues that might arise during this contract term.

Commissioner Bridges asked if there would be any additional fees collected from the School District based on the use of Park District property. Mr. Petry responded that there will be no fees unless it involves an event above and beyond the ordinary that would be contemplated with this agreement. He shared a previous example when Claudia Freeman had a special production and needed somebody to operate a special piece of equipment that only a School District employee had the expertise for and the Park District had to hire that person back and pay overtime. He further stated, if they request we turn the lights in the ballpark on before 6:00 p.m. there is a \$600 surcharge and we would require the School District to pay this fee.

Commissioner Bridges asked if the IGA would preclude the Park District from assessing fees for the School District's use of the golf course, sports complex or aquatic center. Mr. Petry responded, there will be no additional fees for the use those facilities.

Mr. Petry advised the Board the District will collect additional monies by charging an admission fee and concession money, similar to the fees the Park District collects from parking at the sports complex. Commissioner Bridges asked Mr. Petry and the Attorney what happens when the Field House is booked and being used and the School District needs the building for one of their functions. Attorney Bridges advised the Board the IGA gives the respective District priority for their scheduled activities and functions. Commissioner Bridges stressed his concern is due to the meeting he had with the School District where they threw out the idea they might get rid of their pool and begin to use our aquatic center for their teams' practice.

Commissioner Sarocka told the Board he would like to see the Park District utilize the basketball courts at West or East Campus as an open gym when the Field House is booked with tournaments. Mr. Lerner indicated that this was a very good idea and that he and staff will be working on using their facility in the future. Commissioner Sarocka further stated the Park District could split the daily fees collected with the School District for the use of their facility. Commissioner Bridges supported this proposal as well.

Commissioner Kilkelly asked how often the scenario Commissioner Sarocka discussed would occur. Mr. Lerner responded they have open gym five days a week at the Field House however; they seldom have open gym on the weekends because the Field House is typically booked every weekend for events. Mr. Petry told the Board because of the continued relationship with the Boys and Girls Club, they would be another possible site the District could utilize.

Commissioner Jones questioned whether the IGA would empower the School District into believing they can use the District's facilities for whatever and whenever they wanted. Mr. Petry said this would not be the case because the IGA requires them to put their requests in writing every 30 days and because we have numerous events already scheduled they will not have carte blanche usage of Park District property.

Commissioner Kilkelly reminded the Board the previous IGA between the Park District and the School District lasted for more than 30 years with no significant problem. She believed that the Park District and School District would work to make sure this IGA worked for the community as well.

Motion by Commissioner Sarocka seconded by Commissioner Jones, to approve the Intergovernmental Agreement between the Waukegan School District and the Waukegan Park District. No further discussion was had on this subject. On a roll call vote, the vote was as follows:

AYE: Kilkelly, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Foley

Motion carried.

D. Market Adjustment for Manager of Finance and Administration.

Motion by Commissioner Sarocka seconded by Commissioner Jones for the market adjustment for Mr. Jon Beckmann, to increase his annual salary to \$80,773 per year, effective May 29, 2016. No discussion was had on this subject. On a roll call vote, the vote was as follows:

AYE: Kilkelly, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Foley

Motion carried.

E. Review and Approve Hinkston Pool Project Change Order.

Mr. Petry advised the Board that there were several change orders regarding the pool and he wanted the Board to know the change orders were all for reductions from the amount projected for those items. He reminded the Board that \$9,400,000 was budgeted for the project and that as a result of the various change orders, they are now committed to a reduction in cost in the amount of \$40,000. Mr. Petry advised the Board that he is not aware of any additional expenditure, except for an item the Board would have to consider in the coming weeks, that being an electronic lane timer. He told the Board the electronic lane timer would cost approximately \$12,000 and explained to the Board the benefit of the timer.

Commissioner Kilkelly asked Mr. Petry why the pool lights were being removed from the restroom. Mr. Petry advised her that staff had reviewed and spoke with other districts about their swimming pool lights. Mr. Petry advised the Board that those they spoke with about having pool lights told them that pool lights were nothing but a problem and while they looked good, if they are installed, the District would have nothing but issues and problems. Commissioner Kilkelly also asked about whether the electronic lane timer would remain as a firm fixture or be put out during swim meets. Mr. Petry advised her they would only be put out during tournaments.

Motion by Commissioner Jones, seconded by Commissioner Sarocka, to approve the change orders to provide shop fabricated sheet metal that resulted in a change order decrease in the amount of \$5,000.00 to Metal Roofmaster, and to approve the change order for the elimination of light fixtures, which resulted in a change order decrease in the amount of \$15,000.00 to Stuckey Construction Company, and to approve the change order for the elimination of junction boxes that are no longer needed, which resulted in a change order decrease in the amount of \$4,380.30 to Ridgeview Electric, Inc. No further discussion was had on the submitted change orders. On a roll call vote, the vote was as follows:

AYE: Kilkelly, Jones, Sarocka, Bridges

NAY: None

ABSTAIN: None

ABSENT: Foley

Motion carried.

Additional comments.

Commissioner Kilkelly asked Mr. Petry if it was possible we could address the large pothole in the roadway near the Belvidere Rec Center. Mr. Petry indicated that they would look into that matter. Commissioner Kilkelly informed Mr. Petry that she was recently at the Field House, around 9 o'clock in the evening and she was surprised at the low lighting conditions in that area.

Commissioner Jones then advised the Board that the community was excited about the activities they are seeing throughout the Park District. He mentioned the Pickleball Court, job flyers and the information in general being distributed throughout the District.

Commissioner Jones applauded Mr. Petry and Staff for their participation in the job fairs and their willingness to reach out to the community with information about opportunities within our Park District. He further commented that these essential activities will help the Park District open new doors within the community to support a growing and important partnership.

Commissioner Bridges invited the Board and Staff to attend Park District events to get a firsthand view of all the activities and events underway. He further commented he found the Compass Creative Dramatics event to be outstanding. He then thanked Staff for all that they do to make the park district great. Commissioner Bridges also commented on the fact he had spoken with some people at Bowen Park who complained about the lack of trash receptacles in the area. Commissioner Bridges stated he then spoke with Scott and Greg and asked if they

would look into the matter and they responded immediately by adding additional trash receptacles. The last thing he stated was to thank staff for all of their recruitment efforts and outreach they were involved in enriching our District.

Commissioner Jones wanted the Board to know that this past week he noticed at Bowen Park there was a vehicle in the park that was fully engulfed in flames and that the Fire Department responded and handled the matter.

IV. ADJOURNMENT

There being no further business, Commissioner Sarocka moved, seconded by Commissioner Bridges, to adjourn the meeting at 5:40 p.m. The motion carried by unanimous voice vote.

Respectfully submitted,

George Bridges
Secretary